

## **Manna Food Center Seeks Director of Administration**

**Reports to** CEO

**Direct Reports** Staff Accountant

Full-time: 40 hours a week, Exempt

Manna Food Center has been providing food assistance to residents of Montgomery County, MD for over 35 years. Through food distribution programs, nutrition education, and local advocacy Manna is creating a community where all people at all times have access to safe, sufficient, nutritious food in order to lead fulfilling lives and contribute to making Montgomery County a place where all live in dignity.

### **Job Summary:**

This position is a new position within Manna Food Center designed to ensure that the organization has the systems and processes in place to function efficiently and to comply with all applicable laws, regulations, and best practices in the areas of finance and human resources. This position also oversees information technology and facilities management. Critical to the position will be the implementation and maintenance of Standard Operating Procedures across the agency supporting the business processes of each functional unit (team). This position serves on the Leadership Team of the agency which seeks to create and sustain a healthy, high performing, and hospitable organizational culture. This is a hands-on position reporting to the Chief Executive Officer.

### **Primary Duties**

#### **Human Resources:**

Maintain the processes to recruit, retain, develop, and reward a diverse team of up to 35 individuals and consultants essential to the fulfillment of Manna's mission. Key tasks include onboarding, exiting, and implementing a performance assessment system.

- Manage benefits administration, negotiating service contracts for health, dental, life, and disability insurance and complying with plan sponsor requirements for SIMPLE IRA retirement plan. Support staff in enrolling and utilizing benefits.
- Serve as a resource for developing employees, addressing work-related issues, and resolving conflicts

#### **Financial Management:**

- Supervise the work of a part-time (30 hours) staff accountant who is responsible for accounts payable and receivable, payroll, reconciling banking and investment accounts monthly, budgeting and audit functions; and ensuring all Federal, State, and local financial reports are filed on a timely basis.
- Analyze financial reports in an accurate and timely manner and clearly communicate financial statements to the Finance Committee of the Board.
- Lead the annual audit process, liaise with external accountants, auditors, and the finance committee of the board of directors; assess any changes necessary;
- Oversee organizational cash flow and forecasting in support of annual budgets and strategic plans.

- Oversee annual budgeting and planning process; administer and review all financial plans and budgets; monitor progress and changes; and keep leadership team abreast of the organization's financial status to support the fulfillment of their objectives
- Oversee annual review of accounting policies and practices and maintain digital and paper records in support of the financial systems of the agency.

### **Technology, Facilities, and Office Management**

- Work closely and transparently with all external partners (i.e. landlords, consultants, vendors), to guarantee that staff and volunteers have the tools and infrastructure they need to execute their tasks. This includes but is not limited to:
  - Securing and maintaining all necessary office equipment and furniture
  - Guiding the Administrative Assistant in the procuring and stocking of office supplies and maintenance of office supplies at two locations
  - Developing an annual plan for IT security, equipment replacement, and network enhancements
  - Oversee IT help-ticket system to assist with prioritizing of issues/trouble-shooting and to guide the training and support of staff in utilizing technology investments

### **Minimum Requirements:**

- Bachelor's degree or equivalent
- 2 -3 years of experience in the areas of non-profit financial management and human resources;
- Success selecting and managing relationships with vendors;
- Highly computer literate with capability in MS Office including Outlook, Power Point, Excel
- Experience with QuickBooks, payroll software, and CRMs
- Second language oral and written ability a plus
- Membership in professional organizations (SHRM, MD Nonprofits, etc.) preferred

### **Equity Commitment**

Manna Food Center is committed to serving as an ally for racial justice and is proud to be an equal opportunity employer. We are fully committed to equity and believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity, and national origin. Applicants with lived experience of our service area are encouraged to apply.

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification and are subject to change at any time. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Manna is an Equal Opportunity Employer

**Salary: Low 60s**