

Minnesota Milk Bank for Babies

The [Minnesota Milk Bank for Babies](#) (MMBB) a new non-profit organization that screens, collects, processes, and dispenses pasteurized donor human milk to help sustain premature and medically fragile babies in hospitals and for families to use as a bridge when mother's milk is unavailable or in low supply. The mission of the MMBB is to improve health outcomes of babies in Minnesota and the surrounding states by ensuring that medically fragile infants have access to safe and nutritional donor human milk.

Position Title: Office Manager / Bookkeeper

Date: 9/14/2020

Reports to: Executive Director

General Purpose: The Milk Bank seeks a highly qualified candidate to join a growing team in managing key administrative functions in a start-up non-profit. This position provides opportunities for growth in an organization that impacts maternal and child health through donor human milk feeding for medically vulnerable infants.

Essential Duties and Responsibilities

- Assist Executive Director with human resources and administrative duties
- Communicate with families, health care providers, and general public
- Create monthly statements, reconciling bank and credit accounts, and preparing monthly reports for the Board of Directors
- Submit invoices, tracks accounts payable and receivable
- Manage inventory, supplies, and vendors for lab and office operations
- Assist with outpatient donor milk sales and shipping arrangements for donor milk orders
- Produce annual balance sheet and annual statement of activity for the Executive Director and Board of Directors
- Manage accounts payable and accounts receivable (including creating invoices) and reconcile bank account in Quickbooks.
- Process payroll, prepare, and record paychecks, and process state and federal payroll tax deposits
- Collect W-9s, provide 1099s, and prepare all needed documents for the 990 Federal return
- File MN Annual Sales and Use tax, MN Attorney General's Charitable Organization Annual Report, and MN Annual Corporation Renewal
- Provide list of major donors and receipts for donations (annual total)
- Assist with other administrative duties as assigned

Job Qualifications

- Respects and adheres to policies regarding private donor and provider information
- Excellent verbal and written communication skills and detail-oriented
- Knowledge of bookkeeping and generally accepted accounting principles both standard and non-profit
- Advanced proficiency in QuickBooks and Microsoft Excel; working knowledge of Word.
- Computer and technology savvy
- Ability to think critically and problem-solve through issues that may arise
- Willingness to cross-train in other areas of operations

Education or Formal Training

Associates degree in accounting or business administration, or equivalent business experience with a non-profit organization.

Experience

Three years experience in office management and bookkeeping. Food manufacturing or food service experience particularly back-of-house preferred.

Working Environment

Small, growing start-up non-profit approaching its 2nd year of operation
Busy, fast-paced environment that is team-based with staff cross-trained to perform multiple duties

Hours

Part-time, starting at 20 hours per week with the potential to increase to full-time. Open Monday – Friday with flexibility to work from home part of the time.

Pay

The wage range is \$18-22/hour commensurate with experience.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Interested applicants should submit resumes, cover letters, and two references on the [MMBB's Indeed.com page](#). Applications due by September 22, 2020. Background check required for those who are offered and intend to accept the position.