



The [Minnesota Milk Bank for Babies](#) (MMBB) is a new non-profit organization that screens, collects, processes, and dispenses pasteurized donor human milk to 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: April 15, 2021

Reports to: Executive Director

Communicates with: Board Treasurer monthly or as needed

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

Essential Duties and Responsibilities

Financial– 45% of the position

- Maintain accurate records and update all financial transactions
- Manage accounts payable and accounts receivable
- Reconcile bank accounts and credit card transactions
- Prepare monthly reports, annual balance sheet, and annual statement of activity for the Executive Director and Board of Directors
- Assist Executive Director with annual budget and reporting
- Prepare all needed documents for the 990 Federal return

Administrative– 45% of the position

- Manage orders, inventory, and shipping in a data management system
- Generate invoices and monitor payments for sales with hospitals, maternity centers, and distribution sites
- Assist and manage direct sales to individuals purchasing donor milk from the milk bank
- 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)
- Oversee supplies and vendor orders for lab and office operations
- Monitor, respond or direct to appropriate staff all incoming communications (phone, email, etc.)
- Create and manage operational agency calendar including Board meetings, staff meetings and trainings, conferences, and other key activities
- Assist Executive Director with other administrative duties as assigned

Human Resources – 10% of the position

- Process timesheets and prepare bi-weekly payroll for approval
- Enroll new employees and collect required employment forms such as the W-4, W-9, handbook receipt and provide 1099s for contractors

- On-board new staff according to agency protocols
- Respond to basic HR questions from staff
- Maintain electronic records related to staff and according to retention calendar
- Ensure staff complete and maintain all required training modules pertaining to job classifications
- Keep agency current regarding HR regulations at the local, state and federal levels

Qualifications

- Adaptable and willing to work as a team in a small, start-up, non-profit
- Respect and adhere to policies regarding private donor and provider information
- Proficient in QuickBooks Online and Microsoft Office particularly MS Excel, Outlook, and Word
- Excellent verbal and written communication skills, detail-oriented, and demonstrate timeliness in communications
- Knowledge of bookkeeping and generally accepted accounting principles both standard and non-profit
- Knowledge of HR practices and requirements
- 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

Minimum Education or Formal Training

- Associate of Arts degree in accounting or business administration, or equivalent business experience with a non-profit organization
- HR professional certification preferred, or equivalent business experience with a non-profit organization

Experience

Three or more years of bookkeeping experience

Two or more years of office/administrative/HR management experience preferred

Working Environment

Small, growing, start-up non-profit approaching its second year of operation

Busy, fast-paced environment that is team-based with staff cross-trained to perform multiple duties

Hours

Part-time, starting at 32 hours per week with the potential to increase to full-time. Open Monday – Friday 8am-4:30pm. Position is on-site with some remote work possible.

Pay

Pay commensurate with skills and 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](#). Application will remain open until a suitable candidate is hired. Background check required for those who are offered and intend to accept the position.