



ALLEN

NEIGHBORHOOD CENTER

Position Opening: Financial and Business Manager

We are seeking a dedicated, high-capacity and entrepreneurial person to oversee financial operations of Allen Neighborhood Center. The position is supervised by the Executive Director and reports to the Director and the Board. This position blends traditional financial management (e.g., bookkeeping; payroll; grants management; creating, managing and analyzing budgets) with helping to manage, monitor, and grow the social enterprises operated by Allen Neighborhood Center (farmers market, Exchange, Veggie Box, Incubator Kitchens, etc.)

Responsibilities:

- Perform all bookkeeping tasks, including all check writing and bank deposits, for general operations and for program-specific activities.
- Oversee budgeting and financial forecasting for ANC and its programs.
- Preparation of monthly and annual financial reporting materials for ANC administration and Board of Directors.
- Prepare and oversee ANC payroll, including paychecks, payroll tax and withholding payments, health insurance, and all reporting (941s, W-2s, 1099s, etc.).
- Prepare budgets, invoices, and financial reports for all grants received by ANC.
- Analyze costs, income, and actual performance compared to business plans.
- Monitor internal controls, prepare for annual independent audit, coordinate audit-related activities and follow up.
- Serve as a resource and support for other ANC staff in development of business plans, marketing strategy, and monitoring systems in areas of current and potential earned revenue across the organization.
- Other financial management duties as assigned by the Executive Director to assist in financial oversight of the organization.

Qualified candidates will exhibit the following:

- Experience in bookkeeping, budget development, payroll management.
- Experience in business planning and business operations.

- Demonstrated ability to conduct extensive tracking & documentation of data & budget.
- Formal schooling and/or 3-5 years minimum of experiential knowledge in financial/business management.
- Ability to juggle multiple projects simultaneously and follow through with details.
- Skilled communicator (oral, written) and comfortable communicating in person, by phone, and email; superior relationship skills and follow through.
- Creativity, flexibility, resourcefulness, and positive thinking.
- Experience working in teams, including teams of staff, volunteers, and partners.
- Experience in nonprofit and community-based organizations a plus.
- Experience in food systems work a plus.
- Experience in QuickBooks or other finance software a plus.
- Passion for ANC's mission and work a must.
- Preference given to Lansing Eastside residents.

Start Date: No later than April 1, 2018. Compensation commensurate with experience and training. Retirement benefit and health insurance included.

To apply: Send resume & cover letter, complete with reference contact information, to Joan Nelson, Executive Director at joann@allenneighborhoodcenter.org by February 28, 2018. Call Joan at 517-999-3912 with questions.

ANC is an Equal Opportunity Employer and does not discriminate against potential employees based on race, creed, age, color, disability, national origin, sex, gender identity, sexual orientation or marital status.

About Allen Neighborhood Center

Founded in 1999, Allen Neighborhood Center (ANC) is a dynamic, non-profit community development organization serving the northeast quadrant of Lansing, MI, called the 'Eastside.' The Center takes a comprehensive and integrative approach to community development, working simultaneously on food security and food access, health education, housing improvement, commercial corridor revitalization, and social capital building. A place-based organization with deep roots in the neighborhood, we work collaboratively with a broad array of regional partners and organizations that share our comprehensive agenda.