



Business Administrator

The Community FoodBank of NJ is looking for a Business Administrator to perform a variety of detailed financial grant administration duties under minimal supervision, including account analysis, expense review and approval, month- and year-end closings and quarterly state grant reporting. This role will report directly to the Director with a dotted line to the Controller and is located in the Hillside, NJ office.

The ideal candidate will be someone who is highly organized and detail oriented, can play a fundamental role in managing multiple projects, and has a passion for making a difference.

Responsibilities include, but are not limited to:

- Assist Director and CFBNJ Controller with the general financial administrative functions of the grant funded nutrition education program, which includes various financial and budgeting reports, state grant reporting and special projects as needed
- Month-end closings:
 - Approve and process expense invoices and reimbursements for the grant funded nutrition education program and personnel
 - Analyze general ledger accounts to ensure completeness and accuracy
 - Prepare monthly account reconciliations
 - Update grant schedule and tracks grant expenses monthly
 - Track government receivables
 - Prepare the monthly financial reporting for the grantor
- Review grant accounts payable backup to ensure compliance with company procedures
- Reconcile grant payroll and review payroll journal entries
- Prepare monthly and annual external financial reports
- Additional duties as assigned

Qualified candidates will have at least five years of nonprofit accounting experience with grant management experience. Bachelor's degree in Accounting or Business Administration required; CPA License preferred. Candidates must be self-directed and demonstrate the ability to set priorities and meet deadlines with exceptional analytical, problem solving, written and organizational skills. Technical aptitude (Microsoft Word, Excel and PowerPoint) is essential for success, along with a positive, can-do attitude, excellent communication and interpersonal skills, a high degree of self-motivation. Must be able to work well on a team and interact with departments and associates throughout the organization.