

St. Mary's Food Bank Alliance

POSITION OPENING

TITLE: Inventory Administration Manager
DEPARTMENT: Finance
REPORTS TO: CFO/Controller

JOB SUMMARY

This position has overall responsibility for inventory represented on St Mary's financial statements and reports to external agencies. It also provides an internal control function in conjunction with the Operation's inventory process.

PRIMARY JOB DUTIES

- Detailed monthly reporting to various governmental agencies to ensure that program food is accounted for properly.
- Interface with the operational inventory function to assess accuracy of counts.
- Work with various state/federal/municipal auditors to ensure that all program requirements are met.
- Work with financial auditors on the annual review of inventory accuracy and process.
- Develop a more mechanized process to facilitate more timely/accurate information

QUALIFICATIONS

High school degree and must. An undergraduate college degree is a plus
Past experience with inventory controls/reports is absolutely required.
Strong Excel skills required. Individual must be very comfortable working with numbers
The position often needs to tackle issues that are ever changing and with minimal supervision. Must have the ability to communicate comfortably at all levels – including with people in authority outside of the Food Bank.

Candidates interested in applying for this position should submit an internal application (available in HR) and/or resume detailing their experience to Human Resources.