



MEMBER POSITION TITLE: Business Manager

LOCATION: Community Clothes Closet, 1465 B Opportunity Way, Menasha WI 54952

WORK HOURS: Part-time 25 hour per week position (8:30am – 2:00pm Monday through Thursday and Monday evening 5-8pm).

SUPERVISOR: Executive Director

At Community Clothes Closet, we believe clothing can open the door to a better future and are dedicated to the mission of providing free clothing to all people in need. We fulfill the basic necessity of clothing, footwear, outerwear and accessories to over 4,000 individuals annually. We empower people by equipping them with functional, polished clothing to build confidence in social situations, ace a job interview or a test and stay safe from harsh, outdoor elements. When you join our team, you will provide meaningful impact to our community members.

The Business Manager aids in office management activities and provides assistance on our Shopping Floor as needed.

Required to pass a background check in accordance with Community Clothes Closet's Employee Handbook.

QUALIFICATIONS/SKILLS/EDUCATION/EXPERIENCE:

- Supports the mission of Community Clothes Closet.
- Associate's or Bachelor's degree with bookkeeping experience preferred.
- Proficient in the use of QuickBooks, Excel, Word and Outlook.
- Possesses excellent organizational skills, ability to multitask and works under deadlines accurately.
- Detail oriented and self-directed.
- Experience with database entry.
- Enjoys interacting and working with a wide demographic of individuals in a team setting including volunteers, clients, donors, staff and outside organizations.
- Possesses excellent written and verbal communication skills.
- Bilingual a plus.

DESCRIPTION OF RESPONSIBILITIES:

- Responsible for financial data entry in QuickBooks Online – accounts receivable, accounts payable, deposits, journal entries and all related assigned duties with QuickBooks software.
- Reconcile all bank and credit card accounts monthly.
- Pay invoices.
- Run reports and calculations for donations from other payment processing sites as needed (PayPal and Square).
- Enter monetary donations into Salesforce and generate acknowledgements.



- Maintenance of donor and client records.
- Run donor and client reporting monthly and/or as needed.
- Order office and program supplies as needed.
- Provide financial information needed to complete grant requests.
- Answer telephone calls and emails daily.
- Process volunteer applications.
- Assist on the shopping floor as needed.
- Assist with client events.
- Attend monthly staff meetings and record minutes.
- Complete and verify year-end inventory reports.
- Prepare requested information for annual audit.
- All other duties as assigned.

BENEFITS:

- PTO
- Holiday pay
- Access to a Simple IRA
- Time spent making a difference in the lives of community members

TO APPLY: Email cover letter and resume to Lisa Jones at director@communityclothescloset.org.