

Business and Operations Manager

Achievement Centers for Children and Families Foundation

Achievement Centers for Children and Families Foundation, a nonprofit located in Delray Beach, Florida is seeking a Business and Operations Manager. The successful candidate will have a strong finance background (expertise in bookkeeping and Quickbooks desired) and ability to develop budgets, track expenses, and produce monthly financial reports. Experience with Raiser's Edge fundraising database is desired. Also responsible for office management, payroll processing, and management of a small property. Successful candidate will have strong communication/interpersonal skills, and must be able to interact positively with board members, volunteers and staff. Bachelor's degree in finance or accounting preferred with at least five years of experience managing finances. Experience working with nonprofits a plus. Please email resume and cover letter with salary requirements to Lroman@accffoundation.org