



SACA Food Shelf is Hiring!

SACA is seeking a part-time Bookkeeper to join our team

SACA Food Shelf, located in Columbia Heights, provides basic needs services to the communities of Anoka county and Northeast Minneapolis. As a 501 (c)(3) nonprofit, our mission is to serve participants with dignity and respect, and to provide a positive pathway to stability & self sufficiency.

SACA Food Shelf is seeking a part-time Bookkeeper to join their team.

This position is marjoity work from home and will need to come in once a week and pick up the necessary items to perform duties.

- Responsible for entry of accounting transactions
- Prepare financial statements
- Performed bank and account reconciliations
- Produced monthly financial summaries and reports
- Ensured compliance with all regulatory reporting requirements
- Processed accounts payable invoices
- Accounts Receivable and Accounts Payable
- Attend Board Meetings and provide updates
- Enter in all deposits

Please send your resume and cover letter to Elaine Walker at ElaineW@SACAFoodshelf.org

SACA Food Shelf and Thrift Store is committed to the sustained, vital work of bringing forth a culture of inclusion, diversity, equity, and accessibility across all levels of the organization as set forth in our strategic plan. Our policy is to provide equal employment opportunities to all people.