



STAFF ACCOUNTANT

Purpose

The Staff Accountant executes day-to-day finance operations. Specific responsibilities include: management of staff payroll, accounts receivable, and federal grant reporting functions. The Staff Accountant will work closely with the VP of Finance to maintain a system of accounting records that comply with generally accepted accounting principles. ServeMinnesota is committed to fostering a welcoming and inclusive environment united by our shared mission.

Essential Job Functions

1. Responsible for all aspects of processing timely and accurate staff payroll.
2. Maintain accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements.
3. Prepare and provide accurate and timely financial reporting and data analyses to VP of Finance.
4. Monitor and analyze budget to actual performance for individual project and program performance; alert VP of Finance and program leaders of variances.
5. Ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; prepare financial reporting materials for federal grants.
6. Responsible for issuing checks and maintaining check register for all agency programs and is responsible for compliance to procurement policies.
7. In charge of agency draw-downs, client invoices and related journal entries.
8. Oversight of agency receivables and responsible for reporting on past due accounts.
9. Assist with month end close and preparation of financial statements on a monthly and quarterly basis for management and the Board of Directors.
10. Complete the annual worker's compensation audit.
11. Provide services that consistently support ServeMinnesota's ability to inclusively engage Minnesotans from a diversity of backgrounds as grantees, service recipients, AmeriCorps members and partners.

Other Job Functions

- Participation in the annual audit process
- Assist with subgrantee monitoring and funder compliance monitoring
- Support the annual budget process
- Other duties as directed by VP of Finance

Job Qualifications

Minimum

- Bachelor's degree in Accounting or related field is required
- Minimum of three years of demonstrated success in accounting

Preferred

- Preferred candidates will have a variety of experiences working effectively with diverse populations, representing the communities we serve in Minnesota
- Experience with federal grants
- Non-profit experience
- Proficiency at an advanced level in Excel

Knowledge, Skills and Abilities

Knowledge –

- Knowledge of Generally Accepted Accounting Principles

Skills –

- Exceptional attention to detail and accuracy
- Demonstrated experience with personal computer based accounting software and strong Microsoft Office skills

Abilities –

- Ability to work independently and enjoyment of a fast-paced entrepreneurial environment
- Communicate effectively with people and groups in multiple settings within and outside of ServeMinnesota

Workplace

At ServeMinnesota, we are highly invested in the success of our people. We strive to make it an awesome and inclusive place to work and we recruit passionate people. We are looking for people who are energized by making an impact in our communities through national service.

This position is available to all, without regard to race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, or age. It is also unlawful to retaliate against any person who files a complaint about discrimination. In addition to filing a complaint with local and state agencies that are responsible for resolving discrimination complaints, you may bring a complaint to the attention of the AmeriCorps Agency.

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

This position is based downtown Minneapolis but currently working a hybrid schedule. The salary is \$65,000 - \$70,000.

ServeMinnesota requires all employees to be vaccinated for COVID-19, the only exception to this requirement is an approved medical or religious exemption.

Please submit a resume. Instead of including a cover letter, please answer each of these questions in either the body of the email or as a separate attachment, so we can get a better idea of your experience and interest in this position and our organization:

1. Why are you interested in ServeMinnesota and this particular position?
2. How does your experience align with the Essential Job Functions and Minimum Qualifications of this position?

Submit applications to brenda@serveminnesota.org.

Applications will be accepted until the position is filled.