

Nonprofits Assistance Fund
A supporting organization of
THE MINNEAPOLIS FOUNDATION

Job Description

TITLE: Accountant

CLASSIFICATION: Part-time, non-exempt, hourly (average 15 hours/week)

REPORTS TO: Operations Manager

SALARY RANGE: Negotiable based on experience

POSITION PURPOSE: Perform accounting and bookkeeping tasks that results in financial information that is useful, accurate, correct, timely, and compliant . Work closely with Operations Manager to provide financial and administrative support to the organization.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor’s degree in accounting or equivalent related experience.
- Minimum two years experience in accounting or bookkeeping.
- Experience in nonprofit accounting or bookkeeping is highly desirable.
- Knowledge of and experience with Microsoft Excel and accounting software (preferably Peachtree).
- Strong organizational and communication skills.

ESSENTIAL FUNCTIONS:

Includes, but not limited to:

- Ability to work independently.
- Ability to prioritize work and complete required tasks in a timely manner.
- Ability to communicate both orally and in writing.
- Ability to work as a team member.

MANDATORY SKILLS:

Includes the following:

- Ability to accurately use computerized accounting software programs and maintain timely records.
- Ability to maintain confidential and sensitive information.
- Ability to communicate effectively – writing, listening, and speaking.

- Ability to complete time sensitive tasks on schedule.
- Ability to maintain professional relationships with vendors and financial partners.
- Ability to work cooperatively and positively with co-workers.

DUTIES & RESPONSIBILITIES:

Accounting and Bookkeeping

- Perform general accounting and bookkeeping functions, including:
 - accounts payable (including check writing for operations, loan disbursements, and interest payments to investors, booking invoices);
 - accounts receivable (including invoicing borrowers and other clients, processing checks received by mail, and credit card payments);
 - general journal entries (including accrued interest, prepaid expenses, and restricted funds);
 - tracking fixed assets and depreciation;
 - payroll entries;
 - vendor files; and
 - all other accounting tasks necessary to meet organizational needs.
- Perform banking and investment duties, including:
 - reconcile monthly bank and investment statements,
 - monitor bank accounts and investments to ensure they conform to policies and targets, and
 - coordinator ACH withdrawals for loan payments.
- Close the books monthly (by 10th business day of month) and annually for fiscal year ending March 31st. Reconcile balances of loans receivable and loans payables (accounting system compared to database).
- Assist with cash flow management, cost allocation and fund accounting, accounting how-to manual, and maintaining financial forms.
- Assist with annual audit and 990 tax preparation.

Financial Reporting and Analysis

- Prepare monthly financial statements and other management reports that are timely, accurate, and useful. These reports include balances sheets and statements of activities for the organization and for each of its funds as well as ongoing and special reports for use by the staff and board of directors.
- Bring financial management concerns to the attention of the Operations Manager.

- Follow internal control system to protect assets and integrity of the organization.

Other duties

- Assist the Operations Manager administrative tasks, including administering the computer system, phone system, and other office equipment; acting as liaison to service providers; and supporting the activities of the board of directors.
- Assist the Lending Team with maintaining documents, files, and data related to the organization's loan portfolio.

MEASURES OF ACCOUNTABILITY:

- Accounting records and data are accurate and correct.
- Bank accounts and investments are managed per policies.
- Problems are identified and discussed with the Operations Director promptly.
- All responsibilities are completed in a timely manner in compliance with internal or external schedules.
- Responsibilities are completed within the requirements of organizational policies.
- Information produced is reviewed for accuracy and completeness prior to dissemination. Errors are minor, if any.
- All information, both electronic and paper, are maintained in an orderly manner consistent with policies and procedures.
- Financial partners, vendors, contractors, and consultants are treated with respect and open communications.
- Co-workers are treated with respect, cooperation, and open communication.
- Confidentiality of information is maintained.

Nonprofits Assistance Fund
(a supporting organization of The Minneapolis Foundation)
is an Equal Opportunity Employer.