



# ServeMinnesota

## STAFF ACCOUNTANT

### Organization

#### **ORGANIZATION SUMMARY:**

Founded in 1994, ServeMinnesota began as the Minnesota Commission on National and Community Service. It was housed within the Department of Family and Children's Services and was the designated recipient and administrator of funding for Minnesota's AmeriCorps program. In 2002, the Minnesota Legislature approved the organization becoming a 501(c) (3) non-profit organization with the broader mission of advancing national service and volunteerism across the state.

#### **MISSION:**

ServeMinnesota is a catalyst to address critical needs in Minnesota by working with AmeriCorps and community partners. We share our proven practices nationally.

We get measurable results through:

- Innovation: researching and applying the best methods to create powerful local solutions
- Investment: raising and allocating funds for AmeriCorps program development, and people serving in those programs, to maximize return
- Alignment: aligning with local community and government priorities and setting consistent program standards to ensure measurable results

**VISION:** Demonstrating the power of national service to solve complex social problems.

We combine the strength of AmeriCorps resources with evidence-based practices to provide cost-effective solutions, yield measurable results, and bring proven models to scale. AmeriCorps members are highly trained and motivated individuals of all ages that dedicate a year of service to give back to their community. Each year, thousands of AmeriCorps members serve in numerous locations across the state addressing unmet community needs including: affordable housing, college access services, literacy tutoring, employment support, school readiness, after-school programming, environmental and energy efficiency initiatives, math tutoring, mentoring, and volunteer engagement.

### Position Description

#### **Position Summary:**

The Staff Accountant position will work with The VP of Finance to execute day-to-day finance operations. Specific responsibilities include: oversight of staff payroll, accounts payable, accounts receivable, and fiscal grant reporting. The Staff Accountant will work closely with the VP of Finance to maintain an adequate system of accounting records, and a comprehensive set of controls to mitigate risk, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with generally accepted accounting principles.

**Reports to:** VP of Finance

**Exempt Status:** Exempt

### Essential Job Functions

- Responsible for all aspects of processing timely and accurate staff payroll.
- Maintain all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Prepare and provide accurate and timely financial reporting and data analyses to appropriate internal and external stakeholders.
- Monitor and analyze budget to actual performance for individual project and program performance; alert VP of Finance and program leaders of variances.
- Ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; prepare financial reporting materials for government, corporate, and foundation grants.
- Responsible for issuing checks and maintaining check register for all agency programs and is responsible for compliance to procurement policies.
- In charge of agency draw-downs, client invoices and related journal entries.
- Oversight of agency receivables and responsible for reporting on past due accounts.
- Assist with month end close and preparation of financial statements on a monthly and quarterly basis for management and the Board of Directors.
- Participation in the annual audit process to ensure timely completion of the financial statement and single audit compliance audits, 990, and MN Charitable Organization annual filing.
- Assist with subgrantee monitoring and funder compliance monitoring.
- Support the annual budget process.
- Other duties as directed by VP of Finance.

### Minimum Qualifications

- Bachelor's degree in Accounting or related field is required
- Minimum of three years of demonstrated success in accounting. (non-profit experience preferred)
- Demonstrated experience with personal computer based accounting software and strong excel skills.
- Ability to work independently and enjoyment of a fast-paced entrepreneurial environment.
- Exceptional attention to detail and accuracy.

### Other Qualifications

- Experience with federal grants or non-profit organizations preferred

### Physical Requirements

ServeMinnesota is committed to compliance with the Minnesota Human Rights Act and the Americans with Disabilities Act and will make reasonable accommodations as possible to enable employees to perform the essential function of their positions. This position requires the ability to:

- Communicate effectively with people and groups in multiple settings within and outside of ServeMinnesota.
- Effectively utilize existing and emerging technology to achieve required results.

- Travel locally and nationally as needed to attend meetings.

ServeMinnesota is committed to hiring staff people who reflect the diversity of the Minnesota communities we serve.