

Job description

The Finance Accountant will coordinate the fiscal operation and activities of an assigned accounting function area. This is 32 hours a week and it is onsite 100%.

Supervisory Responsibilities:

- Assists in training new personnel.

Duties/Responsibilities:

- Monitors the financial records of an assigned accounting area.
- Processes approved payables and receivables.
- Studies costs and trends for assigned accounting area.
- Consults with supervisor on fiscal administration and budget procedures.
- Processing and tracking all forms of donations; tracking use of restricted funds; producing revenue reports
- Reconciles all financial accounts and department reports.
- Creates and shares external accounting reports with financial institutes, insurance companies, or government agencies.
- Performs other duties as assigned.

Required Skills/Abilities:

- Knowledge of bookkeeping practices and procedures.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to follow verbal and written instructions.
- Knowledge of office practices and clerical/accounting procedures.
- Proficient in Microsoft Office Suite or similar software.
- Knowledge of accounting software and preferably QuickBooks Online.

Education and Experience:

- Bachelors Degree in Accounting, Finance or Business Administration required.
- 3+ years in Accounting
- Human Resources experience preferred.
- Experience in non-profit organizational structures preferred.

Job Type: Full-time

Pay: \$65,000.00 per year

Benefits:

- Dental insurance
- Health insurance
- Life insurance
- Paid time off

Experience level:

- 3 years

Schedule:

- 8 hour shift

Ability to Relocate:

- Minneapolis, MN 55411: Relocate before starting work (Required)

Work Location: In person