

## **Staff Accountant Job Description**

### **About Minnesota Tech for Success**

We are on a mission to close the digital divide in Minnesota.

MTFS is a 501(c)(3) nonprofit organization that creates digital equity for students in need by partnering with schools and educational organizations to provide technology access, engaging STEM programming, and IT workforce development in underserved communities.

### **Position Summary**

Reporting to the Director of Shared Services, the Staff Accountant will be responsible for the organization's finance & accounting functions. We are looking for a motivated, detail-oriented person to oversee accounting at our Minneapolis office.

### **Responsibilities**

#### Accounting

- Process Accounts Payable and Accounts Receivable
- Maintain daily cash forecast and reconcile bank accounts
- Responsible for general ledger analysis and journal entry
- Support for the month end financial reporting
- File property, sales and other regulatory tax filings
- Maintain and process organization reports for month end and analysis using Excel and other software systems
- Responsible for the month end financial reporting
- Complies with required filings by local, state and federal agencies for organizations licensures
- Assist Director of Share Services with purchasing, insurance and billing
- Prepare and manage restricted grants
- Compile and post journal entries associated with year-end.
- Lead the Annual Audit
  - Prepare "audit ready" financial statements.
  - Participate in the annual audit conducted by the external auditors
  - Assist with preparation of information for federal tax and information returns, including Form 990
  - Prepare annual 1099 reports and filing
- Lead annual Budget and periodic forecast preparation in partnership with department directors

## **Qualifications**

- BA/BS degree in Accounting or Finance and 1+ years of general ledger accounting
- Possesses strong knowledge of Generally Accepted Accounting Principles (GAAP) and nonprofit accounting; sound mathematical, technical and analysis skills

## **Skills/Abilities:**

- Ability to read, analyze, and interpret financial reports, and legal documents
- Ability to effectively present information to management
- Strong critical thinking skills
- Must be self-motivated and well-organized with attention to detail
- Solid computer background, including advanced Microsoft Excel skills and experience with QuickBooks accounting software preferred
- Demonstrated ability to manage the position and output requirements in a changing environment

## **Location**

Work from MN Tech for Success' Minneapolis office but can be a hybrid position with some remote work.

## **Hours**

The Staff Accountant position is a 40 hour full time opportunity, typically Monday-Friday

## **Salary and Benefits**

- Salary to be determined based on experience level
- Company sponsored health insurance
- Flexible hours and generous paid vacation policy

## **Our Commitment to Diversity and Inclusion**

Our Commitment to Diversity and Inclusion We are an Equal Opportunity employer. We seek motivated and qualified candidates and value every background, identity, and experience. We believe in the strength of diverse and inclusive teams and are dedicated to creating a workplace where every person is respected, heard, and has opportunities to thrive.

To apply for this position, email your cover letter and resume to [bbeaupre@techforsuccess.org](mailto:bbeaupre@techforsuccess.org)

Due by: February 23rd, 2024