



Accounting Assistant

Literacy Minnesota is seeking an individual for a part-time **Accounting Assistant** position. This benefits-eligible position is 20 hours/week or 0.5 FTE.

Organizational Background: Literacy Minnesota is a nonprofit organization dedicated to improving literacy throughout our state. Our team provides direct services and strengthens literacy programs in Minnesota and beyond by providing training, national service resources and technical assistance to other organizations.

Position Overview: The **Accounting Assistant** is responsible for performing accounting functions to primarily support the Northstar Digital Literacy program in the areas of accounts receivable, cash receipts, month-end and year-end processing, contract support, customer service and other related accounting duties, and provides support to the Finance Manager as requested.

Work environment consists of a typical office environment. Time spent on the computer is approximately 80%. This position reports to the Finance Manager.

Specific responsibilities of the **Accounting Assistant** include, but are not limited to:

Account Receivable - 75%

- Prepares invoices for the Northstar program, enters data into accounting system, receives and enters payments, follows up on past-due invoices, sends monthly statements to past due accounts.
- Monitors Northstar billing system and is email and phone contact for billing issues, vendor registrations, purchase order or quote requests and payment questions. This includes use of an electronic ticketing system.
- Communicates with various customers including state governments, libraries and colleges to meet specific requirements of their payment systems.
- Works with Northstar staff on projects and supports team in upgrades to streamline system.

General Accounting - 15%

- Tracks staff time allocated to Northstar projects. Prepares journal entry to record in accounting system.
- Tracks payments to Northstar projects. Prepares journal entry to record in accounting system.

Other - 10%

- Related accounting duties such as communicating with staff about Literacy Minnesota accounting procedures, preparation of contracts and support to Finance Manager as requested.
- Back-up support for other accounting staff.
- Attend all staff meetings.
- Other duties as assigned.

Qualifications for this position include:

Required:

- Associate's degree in Accounting, Finance, Business or related field. Equivalent combination of education and experience accepted in place of degree.
- Minimum two years of experience in accounting, preferably in a nonprofit setting.
- Excellent attention to detail; ability to meet deadlines.
- Demonstrated ability to produce highly accurate work outcomes.



Preferred:

- Bachelor's Degree in Accounting, Finance, Business or related field.
- Excellent computer skills, including experience with databases, spreadsheets, MS Office software, email and internet. Literacy Minnesota uses MIP Accounting, QuickBooks and Salesforce.
- Strong written and oral communication skills.
- Strong customer service skills.
- Familiarity or experience in documenting accounting procedures strongly preferred.
- Familiarity with or interest in literacy and/or social causes.

Compensation: starting annual salary between \$19.77 - \$21.97/hour (commensurate with experience) and a generous benefits package.

To apply: Please email cover letter and resume with **Accounting Assistant** in the subject line to: hr@literacymn.org. This position open until filled, with priority given to applications received by **Thursday, June 10**.

Literacy Minnesota fosters an organizational culture that is welcoming and inclusive to all. **We strongly encourage applications from members of BIPOC communities, immigrants and refugees, LGBTQ+ individuals and people with disabilities.**