



Senior Accounting Assistant

Literacy Minnesota is seeking an individual for a full-time **Senior Accounting Assistant** position. This benefits-eligible position is 40 hours/week or 1.0 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 **Senior Accounting Assistant** is responsible for performing accounting functions in the areas of A/P, A/R, cash receipts, month-end and year-end processes, payroll, inventory (fixed assets) 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 75%. This position reports to the Finance Manager.

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

Payroll Processing - 30%

- Prepares and runs biweekly payroll for staff and VISTA members.
- Maintains and updates staff and member files in the Paychex system and maintains accurate support data.
- Prepares spreadsheet for Journal Entries and transferring payroll details to accounting system.

Accounts Payable - 55%

- Receives invoices, provides or verifies proper coding, ensures all paperwork is in order, enters data into accounting system, issues payment.
- Documents internal accounting procedures.
- Prepares and enters month-end Journal Entries into accounting system/
- Completes tasks associated with month-end, year-end and beginning new fiscal year.

Account Receivable - 10%

- Prepares invoices, enters data into accounting system, receives and enters payments, follows up on past-due invoices, sends monthly statements to past due accounts.
- Provides support to and prepares reports for of Literacy Action Network, Northstar Project and other projects.
- Prepares bank deposits at least once a week, provides proper coding and enters cash receipts into accounting system.
- Reconciles bank accounts at month-end.

Other - 5%

- Related accounting duties such as communicating with staff about Literacy Minnesota accounting procedures, updating inventory list (fixed assets), preparation of contracts and support to Finance Manager as requested.
- Attends all-staff meetings and department meetings.
- Other duties as assigned.



Qualifications for this position include:

Required:

- Bachelor's Degree in Accounting, Finance, Business or related field. Equivalent combination of education and experience accepted in place of degree.
- Minimum three to five 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:

- Excellent computer skills, including experience with databases, spreadsheets, MS Office software, email and internet. Literacy Minnesota uses MIP Accounting, Paychex, 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 \$44,419 - \$49,355 (commensurate with experience) and a generous benefits package.

To apply: Please email cover letter and resume with **Senior Accounting Assistant** in the subject line to: hr@literacymn.org. This position open until filled, with priority given to applications received by **Monday, July 12**.

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.**