



Accounting Assistant

Literacy Minnesota is seeking an individual for a full-time **Accounting Assistant** position. This benefits-eligible position is 40 hours per week with most work taking place in the office.

Organizational Background: Literacy Minnesota is a nonprofit organization dedicated to sharing the power of learning through education, community building and advocacy. 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 in the areas of A/P, A/R, cash receipts, month-end and year-end processes, payroll, assist with annual audit, inventory (fixed assets) and other related accounting duties, and provides support to the Finance Director as requested.

It is anticipated that some systems changes will be occurring within six-seven months after hire. This may affect the scope of duties described within the position description.

This position reports to the Finance Director.

Work environment consists of a typical office environment. Time spent on the computer is approximately 80%. Travel: Ability to travel in metro area. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

Accounts Payable - 45%

- 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/JE spreadsheet
- Completes tasks associated with month-end, year-end and beginning new fiscal year.
- Ensures accurate and timely communication relating to vendors and contractor payments.

Payroll Processing - 25%

- Prepares and runs biweekly payroll for staff members.
- Maintains and updates staff member files in the Paychex system and maintains accurate support data.

- Prepares reconciliation spreadsheet and other data for journal entries and transferring payroll details to accounting system.

Accounts Receivable - 15%

- 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 Literacy Action Network and other projects.
- Prepares bank deposits at least once a week, provides proper coding and enters cash receipts into accounting system.

Other - 15%

- Related accounting duties such as communicating with staff about Literacy Minnesota accounting procedures, updating inventory list (fixed assets), managing petty cash, preparation of contracts and support to Finance Director as requested.
- Attends all-staff meetings and department meetings.
- Support organizational DEI goals by fostering an inclusive environment, and actively participating in and achieving organizational and personal DEI goals.
- Other duties as assigned.

Qualifications for this position include:

Required Qualifications:

- Associate's Degree in Accounting, Finance, Business or related field. Equivalent combination of education and experience accepted in place of degree.
- Minimum two to three 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.
- Ability to embrace change, take initiative, and be excited to learn more and further develop nonprofit accounting skills and knowledge.

Preferred Qualifications:

- 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.
- Demonstrated DEI-focused work style, including engagement in organizational and personal DEI goals.

Compensation: Starting pay rate between \$47,069 - \$51,776 (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 is open until filled, with priority given to applications received by Monday, April 3.

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