



Job Posting: Staff Accountant

Youthprise is a resource for youth-serving organizations and systems throughout Minnesota. Youthprise's mission is to increase equity with and for MN's low-income, indigenous, and racially diverse youth by mobilizing and investing resources, investing knowledge, and advocating for change. Our priority areas are learning and leadership, economic opportunity, health, ownership, wealth, and power.

Job Summary:

The Staff Accountant is responsible for entering most financial transactions into the accounting system. The individual must have a solid understanding of Generally Accepted Accounting Principles (GAAP) and internal controls. The Staff Accountant must be able to manage several projects simultaneously and adhere to deadlines.

Why Join Our Team?

In addition to working with passionate individuals focused on driving change and making a difference through innovation, we offer the following generous benefits.

Paid for 100% by Youthprise for employees:

- Medical Insurance with a defined contribution to employee's HSA
- Family Dental Insurance
- 403(b) Retirement match on day one
- Short Term Disability
- Long Term Disability
- Life Insurance (up to \$10k – additional voluntary available)
- Employee Assistance Program
- 12 paid holidays
- 18 paid vacation days (accrued throughout the year)
- Unlimited Sick Time
- Paid Parental Leave

Benefits available paid partially or wholly by the employee:

Vision insurance

Flexible spending account

Medical and life insurance for dependents

**** Hybrid Position- remote with a limited in-office component****

Compensation:

This is a full-time exempt role with an annual pay range of \$60,000 - \$65,000, depending on qualifications, paid at a rate of \$2,307.69 – \$2,500.00 per bi-weekly pay period.

Job Responsibilities:

- Enters vendor invoices and other bills daily.
- Attaches and files supporting documentation.
- Releases payments on a weekly basis
- Prepares all balance sheet account reconciliations monthly.
- Reconciles all bank statements.
- Reconciles credit card and Divvy card statements.
- Reviews each balance sheet account.
- Maintains donor-restricted schedules.
- Maintains fixed assets schedule.
- Maintains and records Prepaid and Fixed Asset schedules monthly.
- Ensures all credit card and Divvy card transactions are properly coded and approved. Enters credit card and Divvy card transactions on a weekly or monthly basis, including scanning and attaching receipts.
- Ensures payroll postings are entered in a timely fashion into the general ledger system.
- Processes and maintains W-9s and annual 1099 tax reporting.
- Conducts vendor searches on System for Award Management (sam.gov).
- Enters contributions, earned revenue, and receivables in Intacct daily. Coordinates with Program leads to ensure that all contributions are coded correctly. Attaches supporting documentation.
- Records deposits twice a week.
- Reconciles external MAA bank statements on a monthly and annual basis.
- Systems utilized include: Microsoft, Sage Intacct, Bill.com, Divvy, Salesforce, Foundant, Paylocity, Slack, Zoom.

Education, Experience & Skills:

Either an Associate of Accounting Degree with three to five years of general ledger experience, or Bachelor's Degree of Accounting and one to three years of general ledger experience.

Skills, Knowledge, and Abilities:

- A comprehensive understanding of accounting transactions and internal controls is essential.
- Attention to detail and a high degree of accuracy.
- Quick learner. Proactive, self-starter. Interested in improving processes and creating efficiencies.
- Honesty, integrity, and discretion related to sensitive information.
- Proficient in the use of Microsoft suite applications, especially Excel. Pivot tables and V-Lookup formulas.
- Experience with Intacct software preferred.
- Ability to relate to and work with youth from diverse social, cultural, economic, and educational backgrounds effectively and engagingly, and positively.

Youthprise is an Affirmative Action and Equal Opportunity Employer.

To apply, send resumes and cover letters to:

<https://mra.applytojob.com/apply/x5eTxk1VHM/Staff-Accountant>

Closing Date: Immediate **opening – Interviewing will occur during the posting process.**

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