



**Community Action**  
Partnership of Hennepin County

## **Staff Accountant**

Community Action Partnership of Hennepin County (CAP-HC) is a 501(c)(3), non-profit organization that helps people with lower incomes navigate crisis situations, build stability, and lift themselves out of poverty. Our community-centered programs, services, and partnerships address immediate needs and support Hennepin County residents on their path to prosperity. Our mission is to partner with the community to provide effective and responsive services to reduce the impact of poverty in Hennepin County.

As the **Staff Accountant**, you will be responsible for key functions within the accounting area including accounts payable, payroll, and grant accounting.

**Location:** CAP-HC is based in St. Louis Park, MN and serves all of Hennepin County

### **Responsibilities**

#### **General:**

- Reviews, prepares, and enters invoices in the accounts payable system.
- Processes all steps to complete payroll accounting cycle, including processing timecards, maintenance of employee payroll balances, payroll general ledger journal imports, and transfers of funds to benefit providers and appropriate state agencies.
- Codes invoices, recommends new accounts, reconciles accounts, and closes the monthly books.
- Runs accounts payable checks as required.
- Manages employee expense reimbursement process.
- Assists with month-end account balance reconciliations and adjusting entries and bank reconciliations.
- Assists with monitoring monthly grant expenditures and reconciling grant balances and reports results to Director for Finance.
- Provides outside auditors with assistance and gathers necessary account information and documents to perform the annual audit.
- Assists with monthly grant summary reporting.
- As appropriate, coordinates with software vendors to maintain accounting software system and payroll system and recommends updates to enhance the software systems.
- Responds to accounting inquiries from internal and external stakeholders.
- Assists with inventory and inventory record keeping as needed.
- Performs other duties as may be assigned.



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### **Skills Requirements**

- Strong organization skills.
- Excellent interpersonal skills.
- Detailed oriented with strong analytic and problem-solving skills.
- A self-starter with the ability to take personal initiative to prioritize and complete projects.
- Proficient computer skills with a strong knowledge of Microsoft Office applications (Word, Excel).
- The ability to prioritize multiple tasks.

### **Experience/ Education Requirements**

- Bachelor's degree in Accounting, Business, or other related degree or at least 2 years of Accounting experience related to the essential job description duties.
- Proficient knowledge of Generally Accepted Accounting Principles (GAAP) and in-depth GAAP-based analytical skills.
- Experience in non-profit accounting, including fund and grant accounting. (Preferred)
- A working knowledge of Abila MIP Fund Accounting or similar accounting database system. (Preferred)

### **How to Apply**

To apply, please complete the application process here: [Job Application | Community Action Partnership of Hennepin County](#)

Make sure to:

1. Upload your resume (if available)
2. Identify which position you are applying for

### **More about Community Action Partnership of Hennepin County**

*CAP-HC was established in 1986 and is part of the Community Action Network, a 1,000-agency strong network committed to poverty reduction. We value: Building Relationships, Creating Opportunity, Eliminating Barriers, Equity and Inclusion, Responsible Stewardship, and Strengthening Communities.*

CAP-HC is an Equal Opportunity Employer and acknowledges that equal opportunity for all persons is a fundamental human value. CAP-HC will provide equal opportunity in employment and advancement opportunities to all persons; and will provide access to, admission to, full utilization and benefit of training and promotional opportunities without discrimination because of race, color, creed, age, ancestry, religion, national origin, sex, gender identity, disability, sexual orientation, marital or familial status, or public assistance status, membership or activity in a local commission, or any other characteristic protected by law. Every person making application for, currently employed by, or applying for further vacancies in CAP- HC will be considered on the basis of individual ability and merit.