**Staff Accountant**

**Organization:** Community Action Partnership of Hennepin County (CAP-HC) is a private 501(c) (3) non-profit organization established in 1986 and offers the following programs and services: Energy Assistance, Financial Literacy, Homeless Services, and Full-Cycle Home Ownership Services. The organization works with community members to help identify and overcome economic barriers; and works to establish services, programs and partnerships that address poverty and increase family and economic stability in Hennepin County.

At CAP-HC, our mission is to ensure a life of dignity and opportunity for those in need throughout Hennepin County. We value:

* + Strengthening Communities.
  + Eliminating Barriers
  + Creating Opportunity
  + Building Relationships
  + Responsible Stewardship
  + Equity and Inclusion

**Job purpose**

Under the direction of the Director of Finance, the Staff Accountant will work with the Accounting and Compliance Manager on key functions within the accounting area, including accounts payable, payroll and grant accounting.

**Duties and responsibilities**

**Essential:**

* Reviews, prepares and enters invoices in the accounts payable system.
* Processes all steps to complete payroll accounting cycle, including processing time cards, 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, reconciling grant balances and reports results to Director for Finance.
* Provides outside auditors with assistance, 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; 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.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Qualifications:**

**Required:**

* Bachelor degree in Accounting, Business, or other related degree.
* 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.
* Proficient computer skills with a strong knowledge of Microsoft Office applications (Word, Excel).
* The ability to prioritize multiple tasks.

**Preferred:**

* Experience in non-profit accounting, including fund and grant accounting.
* A working knowledge in Abila MIP Fund Accounting or similar accounting database system.

**Working conditions:**

Works in an office environment.

**Physical requirements:**

Must be able to perform job duties and responsibilities. Reasonable accommodations will be considered.

**Scope of Responsibility:**

• Position has no direct reports.

• Carries out duties under direction of Director of Finance.

• Makes decisions within the parameters of assigned duties.

**Salary & Benefits:**This is a full-time, exempt position with an annual salary range of $43,000 to $52,000 depending on qualifications and experience.

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

**Contact:** Please send resume and cover letter to Sam Miller, Director of Human Resources and Information Technology, smiller@caphennepin.org