



Staff Accountant

Northwest Minnesota Foundation, Bemidji MN

The Northwest Minnesota Foundation (NMF) is one of the six Minnesota Initiative Foundations (MIFs) established by the McKnight Foundation in 1986 to assist Minnesota's rural regions during the farm crisis in the 1980s. As the region's MIF and the only community foundation in the region, NMF has been serving the vast nonprofit community in northwest Minnesota for more than 30 years.

NMF provides grants and loans to organizations and small businesses and scholarships to individuals located within the 12-county region and the two tribal nations. Since its founding, NMF has invested millions to help make the region a better place to live and work.

Position Description

The Staff Accountant position is accountable for recording accounting, payroll, grants, donor, and lending transactions. This position will prepare bank reconciliations and resolve discrepancies and assist the Controller to complete the month-end close process. Additionally, this position will assist the Controller with year-end tasks, such as the annual audit, Form 990 information return, and other reporting examinations.

Duties & Responsibilities

- You are responsible for the transactional and payroll reporting for the Foundation. Your duties will include, but not be limited to, working closely with the Controller as well as other members of the senior management team on accounting, payroll, grants, donor and lending transaction management in addition to bank account other account reconciliations as needed to support the audit and other financial reporting needs; report regularly to the Controller.
- You will reconcile all deposits to what has been received in the bank. You will assist in processing monthly journal entries with respect to prepaids, fixed assets, bank transactions, overhead, departmental allocations, vacation, sick and other benefit accruals, as well as other accrued liabilities. You will process all bills according to the proper coding and prepare the monthly bill report to present to the Board of Directors.
- You will work with the Controller to complete month-end close process. You will assist with monthly reconciliations of bank accounts. Regarding year-end, you will assist the Controller with various tasks that support the annual audit and Form 990 information return. You will perform other reporting examinations and compliance reporting as needed.

Job Details

Industry

Community Foundation

Employment Type

Full-Time

Employment Status

Exempt

Job Functions

Finance

Administration

Direct Reports

N/A

Position Reports To

Controller

Career Pathway

IC300

- You will administer our internal controls and assist with detecting and reporting fraud, errors and irregularities in our financial reporting and other supporting systems. By maintaining strong internal controls and procedures, this will help ensure the integrity of our financial reporting, including but not limited to financial statements in compliance with U.S. Generally Accepted Accounting Principles (GAAP), budgets, forecasts, analysis and cash-flow projections for senior management and the Board of Directors as well as the data that supports compliance with our program grants, loan reporting, special projects and component fund financial reporting.
- You will coordinate all payroll-related tasks including but not limited to gathering timesheets, tracking and reporting earns and usages of benefit hours by staff, verifying expense reports to supporting documentation, proper account and fund coding by staff member and processing payroll. You will be responsible for maintaining direct deposit information and updating pay rates when authorized. You will help the finance team reconcile accrued payroll, vacation and sick leave and wage expense reasonableness test. For year-end reporting, you will gather and report on Forms 1099-NEC all non-employee compensation issued during the calendar year for those consultants or other parties paid by us but not on the Foundation's payroll. You will also be responsible for preparing all other 1099's.
- You will process ACH transactions and loan receipts, matching receipts to the proper loan and fund within our lending software. You will maintain lender bank account information for ease of processing ACH pulls and assist with reconciling loans receivable.
- With respect to administration, you will maintain the postage machine and ensure adequate postage balances are available for all accounts. You will assist the Controller with collecting and applying rent payments from tenants as appropriate. You will assist with the generation of contract billing invoices for service contracts we have with other agencies.
- You will perform all other duties as assigned.

What success looks like:

- You are an individual with a thorough knowledge of cash and accounting transactions and reconciliations. You have a strong understanding of current cash needs and cash availability with advanced reporting to the Controller to manage the cash-flow for the organization and to protect the financial strength of the organization. You assist the Controller to maintain a system of strict internal controls that prevent or detect fraud or errors in a timely manner.
- You will be a role model in the organization for strict adherence to internal controls and all policies and procedures. You will nurture a culture of high operational excellence and be an example to others in the organization through your courteousness, prompt resolutions, and answers to inquiries and requests from external and internal sources. You will be a person who demonstrates a high level of initiative and collaboration in working with the finance team and other staff members.
- You will provide quality communication and collaboration in all interactions, including external individuals and internal staff. You excel at fielding multiple requests at once with efficiency, prioritization, clear communication, and accuracy. You seek to work with other staff in a team-first approach. You approach management of tasks from a people-centered perspective and seek to support staff with their requests.
- The Northwest Minnesota Foundation is committed to growing a fair and equitable workplace that reflects the communities we serve. You are a person that will embrace opportunities to develop and grow in your skills to strengthen Diversity, Equity, and Inclusion within the Foundation and for our region.

Obligations

Ownership of:

- Transactional accounting of gifts, grants, loans, bills and fund management with supporting documentation for supporting the integrity of reporting on financial conditions of the Foundation
- Administrative support for the Foundation, especially in tracking cash-related transactions for any fraud, errors, or irregularities to protect the Foundation's assets and confidential information.
- Transactional support for periodic account reconciliations that support the financial statements.

Will collaborate in:

- Software system selection, training, data corrections, NMF software implementation and web portal systems.
- With the Controller, all changes and proper processing and reporting of payroll.
- With the President, Board of Directors, and Executive team of staff, adherence to all policies and procedures as set forth by the Board of Directors and management.

Qualifications

Required:

- A 2-year degree in accounting
- Minimum of 2 years of experience with Accounting Software Systems

Preferred Qualifications:

- Bachelor's degree in accounting or related field
- Communication skills consistent with reporting to senior and executive level management
- Proficiency in technology, Microsoft Excel, accounting information systems and/or cloud-based computer systems
- Bank reconciliation and reporting
- Customer service skills for internal and external customers including but not limited to staff, fund advisors, donors, agency contacts, investment managers, etc.
- Strong problem solving and analytical skills.
- Passion for the mission of the Northwest Minnesota Foundation

Job Information

The Northwest Minnesota Foundation follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, pregnancy, veteran status, military obligations, and marital status. This policy applies to hiring, wages, internal promotions, training, opportunities for advancement, and terminations.

- This position offers a competitive salary (minimum \$50,072 to a maximum of \$83,453), commensurate with experience and qualifications.
- The primary location for this position is the NMF office in Bemidji. NMF does provide employees with flex-hybrid work arrangement. This position would be eligible to work one to two days per week from a remote office, while still meeting on-site emergency needs.
- This position may require some travel locally, regionally, state-wide, and potentially nationally.