

Accounting Manager



Global **Minnesota**

Position Summary: This position is responsible for all aspects of Global Minnesota's accounting function, including daily operations, monitoring accounting data and producing timely and accurate financial reports and statements, and establishing and enforcing appropriate accounting methods, policies in compliance with generally accepted accounting principles on behalf of the executive staff and treasurer of the Global Minnesota board. The Accounting Manager administers employee benefits and compensation, manages annual budget and independent audit processes, prepares and submits all required state and federal filings, participates in annual organization-wide financial planning and advises the executive team on financial matters.

Organization Summary: Global Minnesota is a nonprofit, nonpartisan, member-supported organization advancing international exchange and understanding. We offer globally-focused opportunities for all ages in programs that take place in homes, classrooms, workplaces, and communities across the state. With a staff of 18 and a \$1.5 million budget, Global Minnesota is proud to bring Minnesota increased global engagement and recognition. For more information, see our website at www.globalminnesota.org.

Nationally, Global Minnesota is a top World Affairs Councils of America; a member of Global Ties U.S., the nonprofit arm of the U.S. State Department's International Visitor Leadership Program; and an affiliate of the Foreign Policy Association.

Environment: Global Minnesota staff work in a fast-paced, dynamic environment and need to be efficient, flexible, professional, dependable problem solvers, who can work well independently and as part of a team. Self-starters with well-developed communication and interpersonal skills and an interest in meeting and working effectively with multiple constituencies are especially effective at Global Minnesota.

Reports to: Director of Operations

Requirements: Minimum two-year degree in accounting with four years of experience in accrual accounting through year-end reconciliation and closing entries OR two years of experience with four-year accounting degree. One year experience with not-for-profit accounting and employee benefits needed, two years preferred.

Skills and Abilities:

Strong computer skills with accounting software (Sage and Excel), strong internet research skills. Well-developed organizational and time management skills, experience prioritizing multiple projects and multiple deadlines. Consistently accurate in completing tasks in a timely manner.

Ability to communicate effectively with diverse stakeholders, including auditors, staff, and board members. Demonstrated ability to work both independently and in a team setting within an environment of ongoing change. Capacity to maintain a positive attitude, a willingness to solve problems and suggest solutions. Special requirements include interest and commitment to Global Minnesota's mission, programs and its fiscal responsibilities. Strong interest in keeping up-to-date on changing financial, tax, nonprofit, and human resources regulations. The highest level of professionalism is expected as is the ability to maintain confidentiality and respect for others at all times.

Duties and Responsibilities:

Fund management

- Handles day-to-day accounting duties including accounts payable and accounts receivable.
- Monitors cash flow, cash disbursements and the cash receipts on a daily basis.
- Reviews cash receipts journal, cash disbursements, accounts receivable and contribution reconciliation on a monthly basis. Posts monthly activity to the general ledger; utilizes accounting and spreadsheet software to accurately maintain all general ledger accounts.
- After month-end closing, reconciles balance sheet accounts, collaborates with development function to ensure contributions are recorded and classified accurately.
- Handles monthly bank reconciliation.

Reports/Audit

- Prepares monthly financial statements and analysis for the executive staff and board. Answers staff questions related to accounting or finance.
- Prepares and submits all government required year-end financial reports.
- Prepares financial reports for annual audit and for funding sources as requested by executive staff.
- Oversees annual audit for fiscal year end. Prepares year-end financial schedules and assists auditor during entire audit process. Advises executive staff and Finance Committee of the board on audit issues.

Monitoring and Control

- Recommends written financial policies and procedures to Global Minnesota executive staff. Manages and evaluates financial policies, procedures and internal controls.
- Manages finance related projects, including the Charities Review Council review, reports for local or national funding partners, etc.

Budgeting

- Manages the annual organizational budget process and communicates budget information to staff and board. Prepares other budgets as requested by executive staff.
- Assists with or prepares budgets for fundraising grants.

Employee Compensation & Benefits

- Collects time cards and prepares semi-monthly payroll report for call in to payroll service.
- Maintains staff vacation and sick leave benefit records for monthly review.
- Administers Global Minnesota's benefit plans (403b, health, dental, life, ltd insurances, etc.),
- Serves as point person to new and current staff to explain and communicate employee benefits, enrollment procedures, timelines for staff participation, forms, notification of changes, etc.
- Assists executive team on the development and implementation of overall benefit and compensation policies, hiring and termination processes, and related policies and procedures.
- Prepares and coordinates required state and federal government reports, 1099MISC, W3 (with ADP) and form 5500.
- Works with Director of Operations to resolve any issues related to the above.

Training

- Trains other staff to assist with: Cash deposits, posting and payments for accounts receivable, filing paid invoices, postage log allocation, etc.
- As appropriate, orients and trains incoming staff and board members to ensure their understanding of nonprofit finances and the importance of abiding by policies and procedures.

Other

- Solicits information from outside resources on insurance, nonprofit financial management, tax, human resources and other related issues. (e.g. reviewing insurance policies as they come due, researching alternate policies if advisable, and making recommendations for change). Provides direction on donor communications regarding tax issues related to financial and in-kind donations.
- Assists with the Finance Committee.
- Coordinates the financial aspects of the Global Minnesota annual fundraising events, including leading the onsite and post event financial components.
- Work with the Director of Operations to proactively resolve potential issues related to accounting, finance, compensation, benefits or reporting.
- Other duties as assigned.

Employment and Benefit Information:

This position is part time, averaging 30 hours per week. The schedule is flexible, although it must include core hours between 9:00 am and 5:00 pm on weekdays. A four or five day workweek is preferred.

Global Minnesota offers part time staff: paid vacation, paid sick time, paid holidays, employer contribution to a retirement fund and optional pre-tax employee contribution to a retirement fund; opportunities for professional development; parking; flexible scheduling. The hourly rate for this part time ongoing position is based on skills, experience, and education.

Confidential Application Process: Send a resume and letter of interest to Kathleen Oscarson, Director of Operations, at info@globalminnesota.org. You will receive an email confirmation to let you know that your application has been received. Applications will be reviewed as received. Interviews will begin mid-May. Anticipated start date for training is July 1. Final offer contingent on background check.