

POSITION DESCRIPTION

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| Title: | Accountant |
| Employee: | TBD |
| FLSA Status: | Exempt |
| Reports to: | Senior Director of Operations and Finance |
| Location:  | Crookston |
| Avg # travel days per month | 0 |
| Purpose: | Prepares and records asset, liability, revenue, and expense entries by compiling and analyzing account information. Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies; transferring funds and administering project payments. Support the Finance Department by providing excellent internal customer service to AURI staff, including detailed information on projects and grants. Serve as primary contact for invoicing and accounts receivables of all project related reimbursements. |

*The following are examples only and are not intended to be “all inclusive” or restrictive. Other duties may be assigned as necessary.*

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| **Responsibility**  |  **Job Task** | **Percent of Time** |
| Assist the Sr. Director of Operations and Finance with finance and accounting duties. | 1. Assist with monthly financials and annual budgets.
2. Responsible for fixed asset data entry and making sure all capitalized equipment is correctly documented in the system with corresponding inventory tags for identifying purposes.
3. Assist with the annual financial audit by providing documentation for various accounting and project functions such as accruals, pre-paids and miscellaneous expense worksheets, etc.
4. Assist with other accounting functions such as adjusting journal entries, cash management entries, deposits and bank transactions.
5. Assist in updating and maintaining systems and procedures to ensure the timely delivery of services to clients and staff.
	1. Program accounting templates using VBA (Visual Basic Application for Excel).
	2. Create custom reports.

Project filing. | **50%**  |
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| Manage grant expenditures and accounting records. | ManManage and prepare grant expenditure reports and accounting records.1. Manage grant expenditures.
	1. Track grant expenditures and maintain spreadsheets related to grant maintenance in accordance with agency requirements.
	2. Ensure the timely submission of grant reimbursement requests.
2. Process accounts receivable, invoicing, and purchase orders.
	1. Create and mail invoices to clients for reimbursement.
	2. Track and pay invoices in a timely manner.
	3. Communicate and resolve discrepancies as applicable.
	4. Oversee accounts receivable/invoice data entry.
3. Assist and support AURI staff in creating and tracking purchase orders.
 |  **45%** |
|  | 1. Prepare and maintain spreadsheets necessary to support various accounting procedures such as grant management and maintenance.
2. Track project funds by maintaining project expenditures reports and communicating effectively with staff regarding issues or discrepancies.
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| Other responsibilities. | 1. Assist with accounts payable coding and data entry as needed.
2. Perform other duties as assigned.
 |  **5%** |

**Experience, Education and Training**

Required:

1. Bachelor’s degree in Accounting or Finance.
2. Two years experience in accounting or related setting; nonprofit accounting is a plus.
3. Strong attention to detail and analytical skills.
4. Deadline oriented.
5. Experience in reporting financial data.
6. Excellent knowledge of accounting regulations and procedures, including Generally Accepted Accounting Principles (GAAP).
7. Experience in data entry management with databases and accounting software.
8. Proficiency in MS Office.
9. Strong oral and written communication skills and excellent interpersonal skills.
10. Ability to build team comradery in a diverse environment.
11. Excellent customer service skills.

Preferred:

1. Three years experience in accounting or related setting.
2. Skills in Visual Basic for Excel programming.
3. Advanced MS Excel skills including Vlookups and pivot tables