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Staff Position Description

Position:	Accountant
Program:	Finance
Location:	St. Paul, MN
Date Posted:	03/14/2024
Reports To:	Director of Finance
Salary:	\$55,000-\$75,000 (DOQ)
Schedule:	Monday through Friday, 8:00 AM - 4:30 PM, Hybrid option with 2-3 days in the office
Benefits:	Health and dental insurance, paid time off, 401(k) Safe Harbor retirement saving plan

Conservation Corps Minnesota & Iowa (CCMI) is a 501(c)(3) nonprofit organization and AmeriCorps grantee that engages hundreds of youth and young adults each year in programs and initiatives that improve access to outdoor recreation, restore natural habitat, protect waterways, and respond to community needs and natural disasters. **Our mission** is to engage youth and young adults in meaningful service, leadership development, and environmental stewardship. **Our vision** is a world in which everyone has equitable access to nature, is equipped to succeed in career and life, and is empowered to make a difference in conserving natural resources. Learn more at conservationcorps.org.

Our values embody safety, service, respect, equity, and community. In working toward our vision, we believe that it is important we commit to the following:

- Using equity as a lens for the work we do and decisions we make
- Building a shared vision surrounding Justice, Equity, Diversity, and Inclusion goals with our partnering organizations and communities, and
- Providing an equitable training environment and high-quality programming to all our participants.

Read our full Justice, Equity, Diversity, & Inclusion statement online at: conservationcorps.org/about/jedi/.

Position Summary:

The Accountant will be flexible to process Accounts Payable, Accounts Receivable, Payroll, month-end procedures, financial reporting and forecasting; communicate with and train staff; and provide input on policies and internal controls to ensure sound fiscal practices.

Key Responsibilities:

Accounts Payable

- Process Accounts Payable from invoice entry to payment. TIN match vendors; maintain the vendor database; track aging of invoices; scan invoices and maintain electronic files. 1099s.

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- Process and administer the Purchase Card program and employee reimbursements. Review and import transactions in Accounts Payable and Project Accounting

Accounts Receivable

- Process Accounts Receivable from invoice entry to posting daily deposits. Monitor aging and perform collections. Maintain the Project Accounting database and process reports. Grant accounting and reporting.

Payroll and Benefits

- Process bi-monthly Payroll from new-hire setup to payroll payment date; reconcile payroll against benefit invoices and general ledger; and distribute W2s.
- Prepare Workers Comp audits and other payroll survey data for required reporting.
- Provide analysis on payroll, benefits, and other expense data.

Month End/Year End Procedures

- Conduct monthly and year-end closing procedures.
- Maintain Fixed Assets and lead the annual inventory process.
- Monitor effective dates of leases and track spending.
- Reconcile bank, investments, and balance sheet accounts as assigned.

Financial Reporting

- Administer and review financial statements to compare actual results to budget and identify, explain, and correct variances where appropriate.
- Assist with forecasting revenue and expenses.
- Assist with preparation for the annual audit and state and federal tax filings.
- Prepare and assist with external federal and state grant audits.
- Assist in the budget process.

Compliance and Backup for other Finance staff

- Assist with the design and implementation of financial operating procedures, internal controls, and processes in compliance with all federal, state and partner expectations.
- Provide financial training and guidance to staff. Presenter to both individuals and groups.
- Assure timely invoicing and maintain accurate financial statements based on Generally Accepted Accounting Principles (GAAP).
- Provide backup for Finance staff.

Qualifications:

- Bachelor's degree in accounting with three to five years of progressive, relevant nonprofit financial management experience; restricted giving and releases from restriction. Proficient with grant and government contracts.
- Competence in financial analysis, complex problem-solving, and process improvement.
- Highly organized, self-directed, numeric aptitude and strong written and verbal communication skills.

- Ability to collaborate with and counsel non-financial program staff in managing program and operational financial procedures and reporting.
- Supervisory experience a plus. Receivables, Payables, and Payroll experience preferred.
- Advanced Excel skills. Experience with ADP, Great Plains and Project Accounting or similar robust accounting software.
- Demonstrated commitment to justice, equity, diversity, and inclusion, and working with diverse audiences.

While this position description describes the general nature and level of work being performed, it is not an exhaustive list of all responsibilities, duties, and skills required. All positions at the Corps may require duties outside of normal responsibilities.

CCMI is an Equal Opportunity Employer and is committed to creating an inclusive environment that values the diversity of its staff and members. Employment decisions with CCMI will be based on merit, qualifications, and abilities. CCMI does not discriminate in employment opportunities or practices based on race, color, creed, religion, sex, national origin, age, disability, veteran status, military service, union membership, marital status, familial status, sexual orientation, gender identity, status with regards to public assistance, genetic information or any other characteristic protected by law.

Women, minorities, and people with disabilities are strongly encouraged to apply.

How to Apply:

Qualified candidates should apply by sending a resume AND cover letter to HR@conservationcorps.org. Please include **Accountant** in the email subject line.

Priority application deadline: **April 5, 2024.**

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