



## **Accountant**

**Status:** Full Time

**Salary Range:** \$80,000 to \$90,000 annually commensurate with experience

**Benefits:** Health and Dental Insurance, Retirement Contribution (403B), Generous PTO, Life and Disability Insurance

**Reports to:** Chief Financial Officer

### **Summary**

Looking for a rewarding career at an organization that does meaningful work? The Northland Foundation seeks to hire an accountant to join our dynamic team.

Candidates must have the ability to work independently and in a team. This position reports directly to the Chief Financial Officer.

### **Background**

The Northland Foundation is a publicly supported foundation serving seven northeastern Minnesota counties and all or parts of five Native nations with which we share geography. Through grantmaking, programming, business services, and special initiatives, we help people and communities in our region move forward together. Most recently, we have focused on issues such as early childhood/child care, youth development, intergenerational, aging in place, funding and technical assistance for small businesses, and support for nonprofits and community-based efforts to help people who are furthest from social and economic opportunity. Learn more about us at [northlandfdn.org](http://northlandfdn.org).

### **Responsibilities**

**Financial:** Prepares monthly financial statements including all general ledger accounting transactions.

- Prepares monthly board & internal financial statements.
- Processes monthly general ledger entries.
- Reviews & uploads monthly grants obligated & posts in general ledger.
- Develops and runs board reports.
- Reconciles monthly A/P & A/R to GL.
- Module closings in accounting software (Microsoft Business Central).
- Prepares monthly cash flow.
- Develops & enters new accounts/with Accounting Clerk and/or Chief Financial Officer.

**Reporting:** Generates & updates monthly, quarterly, and annual financial reports. Works with CFO and other staff in the development of new reports and on streamlining processes especially by use of technology.

- Updates financial statements.
- Develops reports in Jet, Excel, and other software.
- Recommends, designs & updates financial reports.

**Banking/Bank Reconciliations:** Prepares monthly bank reconciliations for all cash accounts.

- Reconciles bank accounts.
- Sets up new signature cards for all bank accounts annually.
- Oversees transfer cash for loan program.
- Provides backup for initiating ACH, check printing, and Early Learning Scholarship payables.

**Audit/Tax:** Works with CFO on the audit and tax returns, along with other fiscal reviews.

- Creates and completes audit/tax workpapers.
- Collaborates with CFO on any audit discrepancies.

**Budgets:** Assists in the development of annual and long-range budgets with data input and report design.

- Develops annual and long-range budgets with CFO.
- Builds budget reports with data provided by other staff.
- Provides CFO budgets in a timely manner.

### **Additional Duties**

- Provides back up for CFO and accounting clerk as needed.
- Other duties as assigned.

### **Required Skills/Abilities**

- Extensive knowledge of general financial accounting and cost accounting.
- Understanding of and ability to adhere to generally accepted accounting principles.
- Highly proficient with accounting software.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Excel, especially in the areas of Pivot tables and V-look ups.
- Strong aptitude for working with numbers with a high level of accuracy and attention to detail to catch errors; refined critical thinking and problem-solving skills.
- Experience with Jet Reports and Business Central is a plus.
- Technology-oriented in finding streamlined solutions.
- Curiosity in finding efficient solutions.
- Flexibility in job priorities based on working for an entrepreneurial organization.

### **Education and Experience**

- Associate degree in accounting or relevant field and a minimum of 3 years working with financial statements & reporting.
- Demonstrated related experience of stated job responsibilities.
- Experience with audits strongly preferred.

### **Logistics**

Our office location is in downtown Duluth, MN, but most of our employees work remotely from different communities in our region. Staff members have the option to work in the Duluth office

full time, remotely, or hybrid. Our main requirements for remote work are stable, reliable internet and cell phone service.

**APPLY**

If interested, we ask for the following:

1. In the body of an email, please write up to three paragraphs (about 3-7 sentences in each paragraph) telling us why you are interested in and about your qualifications for the position. You will not receive more or less consideration because of a longer or shorter email.
2. Attach your resume to the email and, if you have one, share a link to your LinkedIn profile.
3. Please send your email to Julie Weisgerber – [Julie@northlandfdn.org](mailto:Julie@northlandfdn.org)

**Application Deadline: 4 p.m. on June 2, 2023.**