



Job Title: Accountant
Reports To: Chief Financial Officer
Status: Full-Time, Exempt

Broad Scope and Function of Position:

The Accountant is responsible for assisting the Chief Financial Officer in managing, directing all accounting activities.

Major Duties and Responsibilities:

Is responsible for, but not limited to, the following:

- Responsible for a wide variety of general accounting functions including maintaining ledgers, reconciling general ledger accounts, monthly accruals, reconciling credit card receivables, journalizing transactions, reconciling bank statements, billing, and producing monthly financial statement. Ensures that all cash receipts are processed.
- Maintains account receivable ledgers, prepares, and processes monthly invoices for grant submission and reimbursement.
- Reviews or prepares accounts payable vouchers and processes checks weekly, including preparing the weekly check run for mailing. Responsible for sending out all yearly 1099's.
- Responsible for monthly allocation of payroll and benefits to the correct department and program.
- Record all entries on cash receipts log. Make copies of all checks and the receipt log. Distribute documentation to appropriate people.
- Responsible for preparing daily deposits for operating accounts to include entering daily cash receipts into the computer.
- Assists with the annual financial audit and prepares audit work papers. Evaluates and reviews internal controls to ensure that transactions are properly reflected in the accounting system in accordance with generally accepted accounting principles.
- Work with Advancement to ensure donations and other gift information is properly recorded according to agency policy.
- Prepare, review, correct, and update insurance claims for submission to payer; correct and update patient demographic information and document account notes in the system. Resolve patient and insurance billing issues. Follow-up on accounts to resolve unpaid and denied claims. Validate payments according to expected reimbursement.
- Performs other duties as assigned by the Chief Finance Officer.

Qualifications:

- Associates Degree in Accounting or equivalent.
- 4 years' experience in overall duties related to fund accounting. Also, experience submitting government reimbursement requests.

Compensation: DOQ please include salary requirements with cover letter and resume.

Competitive benefits package includes a Defined Contribution Pension plan with 5% employer contribution; employer paid Medical, Life, LTD, STD insurance along with options for a Tax Deferred Annuity, Dental insurance, Flex Spending/Daycare Accounts, and Health Savings Accounts. Generous PTO policy and paid holidays each year.

Application deadline: February 4, 2019

Please send a resume, cover letter and salary requirements to the addresses below. Applications received without salary requirements will not be considered: East Side Neighborhood Services, 1700 Second St NE, Minneapolis, MN 55413; humanresources@esns.org; www.esns.org

East Side Neighborhood Services is an Affirmative Action and Equal Opportunity Employer/Service Provider. All employees must be able to work across ethnic/racial/economic lines for effective communication, respecting and valuing the differences and strengths of each person.

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