

## Job description: Accountant

**Status:** Full-time, Exempt

**Salary:** \$65,000 - \$70,000 depending on experience

**Location:** Esperanza United's main office in St. Paul, MN (hybrid option available)

**Reports to:** Finance Director

### Position overview

The Accountant is involved in all aspects of accounting and financial reporting. This position performs intermediate level accounting work, such as processing transactions, preparing financial statements, and assisting with management and compliance oversight for grants, contracts, and other awards from government, foundation, and corporate funders.

This position is based in our St. Paul office, supporting programs and personnel nationally. This position allows for a hybrid work environment and will start as soon as possible after an offer is extended.

### About Us

Esperanza United mobilizes Latinas and Latin@ communities to end gender-based violence. Formerly Casa de Esperanza, Esperanza United was founded in 1982 by a small group of persevering Latinas as an emergency shelter in St. Paul, Minnesota. We continue to ground our work in community strengths and wisdom, as we serve Latin@s locally and nationwide.

### Core responsibilities

- Month-end closeout: Assist finance director with timely processing of transactions and reconciliations
- Accounts receivable: Initiate organization invoices. Record payments received
- Reporting: Provide regular budget-to-actual reports to program managers, directors, and finance committee
- Forecasting: Monitor receivables and expenditures. Assist finance director with cash flow management
- Budgeting: Assist in annual budgeting process. Assist program managers and development staff with proposed budgets
- Audit & form 990: Prepare required workpapers and provide requested documentation during annual financial audit, single audit, and form 990
- Recordkeeping: Track and maintain documentation for grant compliance, annual audit, and funder desk reviews



- Payroll: Process payroll and benefits allocations including journal entries. Understand all functions of payroll process to serve as back up for team. Maintain ongoing communication with payroll service provider to ensure related tasks and issues are addressed in a timely manner (e.g., new state registrations, tax requirements, etc.)
- Accounts payable: Assist with tracking contracts. Coordinate with accounts payable clerk regarding shared recordkeeping. Assist with verifying accuracy of coding
- Credit cards: Work with cardholders to ensure timely submission of receipts and accurate coding, maintain documentation of approvals, and import transactions into accounting system
- Support: Provide back up support to other members of the finance team as needed

## **Qualifications**

### Education and experience

- Bachelor's degree in accounting
- At least four years' experience in nonprofit accounting
- General knowledge of government grant guidelines
- Understanding of accounting for restricted funds
- Payroll processing experience preferred

### Skills and abilities

- Exceptional attention to accuracy and detail
- Discretion and confidentiality in personnel and financial data
- Ability to ensure documentation and approval standards are met for all transactions
- Ability to manage multiple priorities to ensure work is completed in a timely and productive manner
- Ability to work effectively independently and in teams
- Excellent communication and interpersonal skills
- Proficiency in Microsoft Office Suite
- Bilingual (Spanish/English) candidates preferred
- Ability to relate to people at all levels of an organization and model behavior consistent with Esperanza United's vision, mission, and values

## **Work environment**

Esperanza United strives for diverse, equitable, and inclusive work environment and does not discriminate on the basis of race, color, religion, creed, national origin, sex, age, (dis)ability, marital status, sexual orientation, gender identity, language, place of residence, political affiliation, veteran status, status regard to public assistance, or any other class protected by local, state, or federal law.

The above statements are not intended to encompass all functions and qualifications of this position; rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description.

### **Travel requirements**

There may be some travel required.

### **To apply**

Send your cover letter, resume, and salary expectations to [humanresources@esperanzaunited.org](mailto:humanresources@esperanzaunited.org) with the subject header, "Your Name Application – Accountant."