

AchieveMpls Job Posting: Accounting Clerk (Part-time)

Position Overview

This part-time (0.5 FTE) accounting clerk position is primarily responsible for weekly payables, semi-monthly payroll processing and general bookkeeping support. This position reports to the director of finance and operations (DFO).

Duties and Responsibilities

Payables

- Review payables and receipts for accuracy
- Collect W9s as required before processing payables
- Enter and code all accounts payable, including Minneapolis Public Schools fund requests
- Prepare all payables weekly and run reports for review
- Mail and distribute checks weekly
- Process credit card statements monthly

Receivables

- Coordinate physical receipt and counting of cash
- Process and deposit checks into bank account
- Enter deposits into Financial Edge accounting software
- Enter credit card donations into Financial Edge accounting software

Payroll Accounting and Benefits Administration

- Prepare and process payroll; create journal entries for payroll and salary allocations
- Work with HR and Finance team members to update and ensure accuracy of benefits deductions
- Enter benefits allocations in financial software
- Track employee professional development spending
- Provide payroll report of employee contributions to development department

Bookkeeping and Finance Team Assistance

- Maintain voided checks file
- Scan and file documents for digital review
- Update contact lists for MPS funds
- Communicate with Achieve staff and MPS Fund managers about status of payables
- Assist in providing transaction data / GL reports as appropriate for budget tracking

Serve as a member of the Administrative Team

- Support organization-wide strategic goals
- Maintain up-to-date expertise and knowledge related to job functions
- Other duties as assigned by supervisor

Qualifications and Experience

Required

- At least 3 years of experience processing payroll and payables
- Strong computer and Excel skills

- Strong commitment to AchieveMpls mission, values and goals
- Ability to work with team members across the organization and collaborate with multiple departments
- Ability to work from the office once pandemic allows; currently this position will split time between the office and working remotely

Preferred

- Experience with Financial Edge NXT and/or Raiser's Edge NXT
- Experience in nonprofits and/or education field

Compensation

\$17-21/hour depending on experience. Part-time eligible benefits include nine days PTO accrued in year one, 15 paid holidays (pro-rated for 0.5FTE) and professional development.

Part-Time Schedule

This position will work approximately 20 hours per week; hours to be split between 3-4 days per week (within the M-F work week); 4-5 partial days preferred. Week-to-week scheduling flexibility permitted. Some weeks require more hours, others less. Must work around the semi-monthly payroll schedule.

To Apply

Applications are welcomed from a broad range of applicants and people of color encouraged to apply. Send letter of interest and resume to HR@achievempls.org. Application deadline is Sunday, September 20.

AchieveMpls is an Equal Employment Opportunity Employer

About AchieveMpls

As the strategic nonprofit partner of Minneapolis Public Schools (MPS), we rally community support to inspire and equip students for careers, college and life. Our vision is that all young people have full access to educational and career opportunities, resulting in a more equitable and vibrant community. Each year we manage Career & College Centers in 15 MPS and Saint Paul Public Schools (SPPS) high schools, collaborate with our partners to train and place Minneapolis youth in paid internships through the Step Up Youth Employment Program, engage hundreds of volunteers as career exploration volunteers, host public education events, raise support for MPS strategic priorities, and administer MPS school funds and scholarships. Learn more at www.achievempls.org.

Our Commitment to Equity

AchieveMpls is committed to hiring talented individuals who are passionate about our mission, represent the communities we serve and contribute to the diversity of our workplace and our city. We acknowledge and honor the fundamental value and dignity of all persons. Our hiring decisions are guided by our equity values: embracing differences—race, culture, religion, ability, gender, gender expression, sexual orientation and class—eliminating racism and other forms of bias, and creating an inclusive workplace where all employees feel valued, heard and respected.