

# AchieveMpls Job Posting: Accounting and Finance Manager

## Position Overview

The accounting and finance manager is responsible for full-service GAAP-compliant accounting for a complex accounting structure including multi-department organizational funds as well as significant flow-through funds that AchieveMpls manages on behalf of Minneapolis Public Schools (MPS). Top candidates will be skilled and experienced in cash account reconciliations, reconciliations of revenue between fundraising and accounting data, month and year-end close processes, and audit schedules. This position also manages and reports on all MPS department and school funds and oversees data integrity and integration for the Raiser's Edge database. This position reports to the director of finance and operations (DFO).

## Duties and Responsibilities

### *General Accounting Management*

- Manage all accounting for AchieveMpls, as well as flow-through funds for MPS, in compliance with GAAP
- Reconcile bank accounts monthly through the unique three-way Financial Edge reconciliations system
- Perform month-end tasks, reports and journal entries, including monitoring and reconciling balance sheet accounts
- Prepare schedules and work with DFO and auditors to complete annual audit and 990 filing
- Assist with annual budget preparation and tracking
- Manage accounting for temp restricted funds, and releases from restriction
- Cross-review journal entries from other finance staff
- Troubleshoot accounting software issues, and work with DFO to continually streamline and improve processes

### *Receivables*

- Manage complex revenue reconciliation process between Raiser's Edge fundraising software and Financial Edge accounting software
- Track accounts receivable schedules and invoicing, and monitor pledges receivable
- Verify and deposit cash received; report on electronic funds transfers and stocks
- Review all receivables to ensure accurate data entry; identify cash receipts that are not contributions and create appropriate journal entries
- Create journal entries for credit card fees, bank distributions of receivables (allocating to flow-through funds and AchieveMpls departments as appropriate)

### *Payroll Accounting and Benefits Administration*

- Perform accounting-related onboarding and termination of employees
- Oversee payroll accuracy (processing completed by Accounting Clerk)
- Prepare HSA and 403b reports and transfers
- Generate 1099s annually
- Maintain updated allocations
- Work with partners to administer all carrier plans, including COBRA; select health and life insurance plans and ensure compliance
- Manage benefits liabilities and ensure accuracy between carrier premiums and payroll deductions
- Review and approve monthly invoices related to employee benefits
- Manage human resources information system (HRIS) and ensure accuracy of data
- Manage employee giving program in coordination with Development Team

### *Manage and support Minneapolis Public Schools school and department funds*

- Manage MPS funds for schools and district departments; including communication with fund managers
- Approve fund expenditures, ensuring that sufficient funds are available
- Produce quarterly fund reports and ad-hoc reports as needed
- Track scholarships and grant awards balances and compile data for audit schedules w/DFO

### *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*

- Degree in accounting and at least five years accrual-based accounting experience at a nonprofit
- Knowledge of GAAP
- Experience with bank reconciliations
- Experience preparing for audits
- Experience managing benefits liability accounts
- Strong computer and Excel skills, including VLOOKUP and pivot tables
- Strong problem solving and analytical skills, especially with accounting software
- 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 in the office Monday-Friday once pandemic allows (currently, this position will split time between the office and working remotely)

### *Preferred*

- Experience with Financial Edge NXT and Raiser's Edge NXT
- Experience managing payroll

## **Salary Range**

\$70,000-\$75,000 depending on experience. Benefits include 18 days PTO (accrued in year one), 15 paid holidays, medical, dental, HSA (option), life / accident / short term disability / long term disability, 403b match and more.

## **To Apply**

Applications are welcomed from a broad range of applicants and people of color are encouraged to apply. Send letter of interest and resume to [HR@achievempls.org](mailto:HR@achievempls.org). Open until filled – apply immediately.

**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](http://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.