



Open Arms of Minnesota Job Description: Nonprofit Staff Accountant

Organizational Summary:

Open Arms of Minnesota (OAM) is a nonprofit that prepares and delivers healthy, nutritious food to people living with life-threatening illnesses. Our mission: by providing food as medicine, we nourish our clients and build community. In our two state-of-the-art kitchens, OAM staff members and more than 4,700 volunteers create meals specifically designed for our clients' nutritional needs. We use fresh and, whenever possible, organic ingredients, including produce from our own 5 Open Farms urban garden locations. Volunteers deliver meals throughout the Twin Cities metro area to approximately 4,400 clients, caregivers, and dependents annually, providing nourishment and hope for families dealing with life-threatening illnesses. In addition, families in need throughout Minnesota receive meals shipped to them weekly. There are no fees for any of Open Arms' services. Open Arms is a volunteer-driven organization and is culturally unique in our high commitment to an excellent volunteer experience.

To learn more, visit www.openarmsmn.org

Open Date: October 22nd , 2024

Closing Date: Until filled

Position Overview:

This full-time and salaried position contributes to the fulfillment of Open Arms' mission by helping the Chief Finance and Administration Officer manage accurate financials. This position will maintain the General Ledger, process all transactions, and meet all the organization's financial operating and reporting needs. Duties include Accounts Payable, Accounts Receivable, journal entries, grant accounting, assisting with budgets and the audit, completing monthly and year-end closing procedures, and assisting with the preparation of financial audit and 990 materials. This position is responsible for ensuring the day-to-day financials are managed accurately and that the CFAO is kept informed and current. As with all OAM staff positions, this position is responsible for helping ensure volunteers and interns have exemplary experience during all interactions with Open Arms and is expected to consistently maintain a high level of customer service to all clients, volunteers, and fellow team members.

Primarily Responsibilities

- Assist CFAO in maintaining accurate organizational financial records by providing detail-oriented data entry, timely and accurate analysis
- Ensure the CFAO is kept informed by proactively bringing questions, anomalies and concerns forward.
- Monitor and accurately enter bank transactions daily.
- Enter and process accounts payable, ensuring timely and accurate payments to vendors.
- Enter accounts receivable, prepare bank deposits, take deposits to the bank when necessary. Process credit card donations from online systems.

- Promptly identify any discrepancies, errors in billing, transactions, invoices or other issues in accounting as they arise and bring to the attention of CFAO.
- Accurately enter and track prepaid expenses and deferred revenue accounts.
- Investigate and follow-up on missing/corrected invoices.
- Monitor and manage Sales Tax reporting and payments
- Manage petty cash account.
- Assist in preparation for the annual audit and 990 by maintaining audit files as needed and supporting the process.
- Assist with documenting finance procedures and processes.
- Produce financial reports for Senior Leadership when asked.
- Complete month-end closing procedures and prepare and enter all journal entries.
- Comply with, communicate, and enforce established internal control practices, advise, and implement new procedures as needed.
- Work collaboratively with Development staff to accurately record contributions and pledges and reconcile any outstanding issues quickly.
- Maintain and update fixed asset and depreciation schedules.
- Assist in reporting financial information to staff, management and other stakeholders as needed.
- Prepare monthly reconciliations for general ledger accounts.
- Compile, complete and distribute 1099s.
- Verify completeness, accuracy, and coding of all vouchers, check requests, and employee expense reports.
- Coordinate record retention.
- Manage/maintain all accounting records accurately and in a timely fashion.
- Update job knowledge by participating in educational opportunities, reading professional publications, and maintaining professional networks.
- Provide support to the CFAO with budgeting and forecasting by:
 - Assisting in the development of the annual budget.
 - Monitoring and reporting on budget variances.
 - Preparing financial forecasts to support organizational financial planning.
- Provide support to the CFAO with grants and contracts management by:
 - Monitoring and report on grant expenditures.
 - Ensuring compliance with grant agreements and restrictions.
 - Preparing financial reports for grant and contract funders.
- Act as an ambassador of Open Arms in the community.
- Other related duties as assigned.

Requirements

- Bachelor's degree in accounting with a minimum of two years of nonprofit accounting experience; or associate degree in accounting with a minimum of five years of nonprofit accounting experience; or a combination of comparable experience and education.
- Experience with fund accounting software is a plus.
- Intermediate skills in Excel and other Microsoft Office applications.
- Ability to accurately apply Generally Accepted Accounting Principles (GAAP).
- Knowledge of internal control procedures to safeguard assets.
- Understanding of the importance of confidentiality and discretion.
- Exceptional customer service skills with internal and external stakeholders.
- Ability to communicate effectively with a wide range of people.
- Ability to work collaboratively and effectively.
- Strong critical thinking skills and creative problem solving.

- Self-starter with ability to work independently with minimal supervision.
- Ability to meet deadlines and manage multiple priorities to ensure completion of work in a timely and efficient manner.
- Detail oriented with high standards of performance, great organizational skills and ability to adapt quickly to the changing needs of the organization.
- Ability to utilize sound judgment when working with secure information and maintain a high level of confidentiality.
- Ability to create and update procedures.
- Ability to adhere to attendance and punctuality requirements.
- Ability and flexibility to work during hours of operations, including occasional evenings and weekends as needed.
- Ability to work on-site.
- Willingness to participate in a wide array of tasks that help support the overall mission of OAM (examples may include providing backup delivery to clients or assisting with events such as Moveable Feast and Thanksgiving turkey deliveries).
- Sensitive and committed to diversity. Demonstrate cultural competence in the workplace and respectfully interact with all employees, program participants, vendors, and other internal and external stakeholders.
- A passion for the mission and values of Open Arms.

Physical Requirements:

- Ability to communicate verbally and in writing in English.
- Able to operate standard office equipment (such as telephone, computer, printer, and copy machine).
- Able to sit for long periods of time.
- Ability to talk and hear, and to communicate verbally and in writing in English.
- Ability to review and reply to documents and information on computer screens as well as to use a computer and variety of software programs.

Reports to: Chief Finance and Administration Officer

Pay Rate Range: \$65,000-\$70,000 annually

Hours: Full-time, 40 hours per week.

Location: Minneapolis and St. Paul, MN

To Apply:

Please send a resume and cover letter to:

OAM HR

- Email: jobs@openarmsmn.org
- Fax: 1-866-499-1630
- Mail: 2500 Bloomington Ave, Minneapolis, MN 55404

Benefits:

This position is eligible for an excellent comprehensive benefits package that includes medical/dental/life/ STD/LTD insurance, employee assistance program, pet insurance, commuter-transit and parking, paid Holidays, and personal time off (PTO), retirement plan with employer match program. Employee-paid vision plan, voluntary life, critical illness, hospital indemnity and accident insurance are also available.

Open Arms of Minnesota is committed to hiring and fostering a diverse and inclusive workforce that leverages the skills and talents of all employees in our organization, regardless of race, gender, national origin, age, religion, sexual orientation, gender identity, familial status, disability, or socioeconomic status. We encourage all individuals with direct or transferable experience to apply for our open positions.

Equal Opportunity Employer