

Accounting Manager

Join us at our administrative center located in the historic Cathedral Hill neighborhood!

Come join our team at YWCA St. Paul and be a part of an organization that's making a difference in our community. YWCA St. Paul is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom and dignity for all.

This key role reporting to the Chief Financial Officer is responsible for assisting in the daily activities of the accounting department and the preparation of monthly financial statements. In this position you will:

- Assist with Accounting operations while fulfilling responsibility for ongoing accounting activities: recording cash receipts, preparing, and posting agency journal entries, monthly account reconciliation, preparing bank deposits, update daily bank activity, vendor set-up
- Collaborate with CFO to produce monthly financial statements, prepare budgets and grant reports and funder reporting
- Partner with CFO to prepare reimbursable grant billings/requests and any needed contracts
- Assist CFO with annual budget process
- Maintain documented system of accounting policies and procedures
- Oversee the system of internal controls over accounting functions to minimize risk
- Provide back-up coverage as needed for CFO and other accounting staff

Qualifications:

Required

- Bachelor's degree in Accounting or Business Administration and at least 5 years of experience in a comparable role
- Detail orientated with excellent written and verbal communication skills
- Excellent organizational and time management skills
- Strong interpersonal skills, able to work with diverse individuals
- Mastery of accounting software and proficiency in Microsoft Office Suite

Preferred:

- Non-profit accounting experience and knowledge of Blackbaud Financial Edge

YWCA St. Paul offers a competitive benefits package and compensation is dependent on experience and qualifications. If you are looking for an opportunity to make a difference and work in a collaborate environment where we celebrate and appreciate each other, please complete the Employment Application on our website:

<https://www.ywcastpaul.org/jobs>

And forward application, resume, cover letter to:

Email: hr@ywcastpaul.org **Fax:** 651-305-1602

Mail: YWCA St. Paul, 375 Selby Ave., St. Paul, MN 55102

YWCA St. Paul is an Equal Opportunity Employer