

SAVE – Suicide Awareness Voices of Education

8120 Penn Ave. S., Suite 470

Bloomington, MN 55431

www.SAVE.org

JOB TITLE: Accountant

GRADE: N/A

JOB STATUS: Hourly

LOCATION: Bloomington Office

DEPARTMENT: N/A

APPROVED BY: Executive Director

REPORTS TO: Business Manager

DATE: January 2019

HOURS: 16-24 hours/week flexible, with potential for additional hours in the future.

SCOPE OF POSITION:

Under the direct supervision of the Controller, the Accountant is responsible for recording deposits, payables, cash disbursements, and month end reconciliations.

PRIMARY RESPONSIBILITIES:

- Maintain office finances including but not limited to recording deposits, accounts payable and invoicing.
- Prepare weekly checks for payment.
- Assist staff in maintaining and updating the database as it relates to financial matters.
- Assist in maintaining the memorial programs, grants, contracts including invoicing and reporting.
- Maintain individual state registrations, including tax exempt certificates.
- Perform all other duties as assigned.

EDUCATION AND EXPERIENCE:

- Minimum of 2 years accounting experience required
- Experience with Quickbooks, Microsoft Office Products including Excel required
- Minimum 2 year accounting degree

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong accounting and customer service skills
- Strong attention to detail
- Willingness to work collaboratively in a small office environment
- Must be committed to the mission, philosophy, and values of SAVE

COMPENSATION:

- Salary dependent on qualifications.
- Range \$21.00 - \$25.00/hour

APPLICATION PROCESS AND NOTES:

Send cover letter and resume by email only to awendt@save.org.