

**SAVE – Suicide Awareness Voices of Education**

7900 Xerxes Ave. S., Suite 810

Bloomington, MN 55431

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**JOB TITLE:** Accountant/Controller

**GRADE:** N/A

**JOB STATUS:** Part-Time

**LOCATION:** Bloomington Office (onsite)

**DEPARTMENT:** N/A

**APPROVED BY:** CEO

**REPORTS TO:** Business Manager

**DATE:** October, 2022

**HOURS:** 16 hours per week, flexible schedule (days and hours)

**SCOPE OF POSITION:**

National nonprofit organization seeking a qualified, senior-level accountant/controller who is experienced with nonprofit bookkeeping and accounting principles, CPA highly preferred. Under the supervision of the CEO and Business Manager, the accountant/controller is responsible for maintaining all office finances and performing daily financial tasks. This position requires the accountant/controller to be onsite located at the organizations main office in Bloomington, MN.

The position's main responsibility is to ensure the accuracy of SAVE's books, producing financial reports and analysis of data as needed to the CEO and Board of Directors. Utilizing accounting and spreadsheet software (QuickBooks and Excel), the accountant/controller will maintain all general ledger accounts, reconcile bank statements, conduct monthly and year-end closeouts, prepare monthly and YTD financial statements using generally accepted accounting principles, accounts payable and receivables, administering health insurance and retirement plans, and liaison with accounting firm on the annual audit and tax forms.

**ADDITIONAL RESPONSIBILITIES:**

- Develop detailed program and event summaries.
- Assist in maintaining and updating the donor 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.
- Develop and monitor various agency, program, grant and state budgets. Prepare invoices for grant programs.
- Prepare for and lead annual audit with outside auditors, participate in state or other financial reviews and audits, and prepare other state and federal regulatory filings as necessary.
- Maintain a system for tracking finances, funding streams, products, and merchandise inventory, relative to the National Outreach Network charters, SMART Groups and other new programs.
- Monitor and track inventory of SAVE products and materials, and merchandise.
- Assist with tracking and maintaining statistical information for annual reporting, including preparation of reports for the board.
- Perform all other duties as assigned.

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### **EDUCATION AND EXPERIENCE:**

Applicants must have at least 10 years of experience in finance and accounting and 10 years of nonprofit finance/accounting experience. The ideal candidate will be a CPA, but the position requires at a minimum a degree in accounting or business administration plus 10 years of experience noted above. Candidate must also possess knowledge of generally accepted accounting principles and have an excellent working knowledge of QuickBooks and experience with Microsoft Office Products is required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Strong accounting and customer service skills, flexibility
- Strong attention to detail, self-starter and organized
- Proficiency in QuickBooks, Excel and Microsoft Office.
- Responsive, reliable, and task oriented team player with a high level of integrity.
- Willingness to work collaboratively in a small office environment
- Exceptional communication skills
- Must be devoted to the mission, philosophy, and values of SAVE

### **COMPENSATION:**

- \$35.00 - \$45.00 per hour, dependent on qualifications

### **APPLICATION PROCESS AND NOTES:**

Send cover letter and resume by **email only** to dreidenberg@save.org. Cover letter should describe your fit for the position including experience that aligns with the qualifications of the job description. Only applicants meeting the minimum experience requirements will be reviewed (10 years work experience and 10 years nonprofit experience, CPAs will be given preference in consideration).

Candidates selected for a screening telephone call will receive a response within 2 weeks of receipt of their letter and resume. There will be a brief phone interview to screen potential candidates.

Following the screening interview, suitable candidates will be selected for an in-person interview.

No phone calls.