



Bookkeeper

Job Title: Bookkeeper- Finance
Classification: Hourly- fulltime
Location: Waite Park
Reports To: Director or Operations | Executive Director
Pay Rate: \$20 per hour plus benefits

Summary: Reporting to the Director of Operations and serving as an integral member of the finance team. The bookkeeper will be responsible for maintaining ConnectAbility of MN's financial stability through maintain invoices, payments received, tracking balances, tracking restricted donated and grant funds.

This is an outstanding opportunity for a bookkeeper with operational experience and a proven track record of creative problem-solving to join a mission-driven organization. This is not an on-the-job training position. Candidates are expected to have accounting skills and knowledge, be fluent in QuickBooks and general accounting practices.

Responsibilities:

Accounting

- Enter invoices, make payments, track records, track restricted donations and grant funds
- Assist in annual audit and tax preparations
- Work with the finance team and billing team
- Working knowledge with Quickbooks

Other Requirements:

- Strategic planning ability and critical thinking skills
- Ability to successfully organize and prioritize tasks to meet goals and solve problems and generate creative solutions
- Ability to function independently within established guidelines
- Computer skills, including proficiency in Microsoft Office Suite, Salesforce, QuickBooks,

Qualifications:

- minimum 2 years' experience in a bookkeeper role
- Excellent judgment and creative problem-solving skills including negotiation and conflict resolution skills
- Self-reliant, good problem solver, results oriented
- Energetic, flexible, collaborative, and proactive; a team leader who can positively and productively impact both the finance team and the organizational team
- Exceptional written, oral, interpersonal and presentation skills

Benefits:

- 10 days PTO

- 8 hours community volunteering or school functions
- Flexible scheduling/ in office and remote
- Benefits package
- Monthly Wellness activities
- Community networking involvement
- Telehealth
- 10 holi-dates of paid time off
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Apply:

- Send Resume to TeamSupport@ConnectAbilityMN.org
- Call 320.253.0765 to request an interview