



Position Title: Accountant
Reports to: CEO/President
Status: Exempt
Salary: \$65,000 - \$75,000 Annually

Position Summary

The MIWRC Accountant is a vital member of the organization's Leadership Team, collaborating with fundraising, program, and operations to ensure that all financial transactions are managed properly to ensure maximum mission impact. In addition to ensuring high-quality, timely accounting practices, the Accountant supports all within the organization in understanding the financial information that supports mission success and fiscal responsibility. The Accountant administers various accounting functions including accounts payable, accounts receivable, bank accounts reconciliations, and audit preparation work. The Accountant maintains that required financial timelines are adhered to. We are seeking a driven, servant-oriented, people-focused leader committed to MIWRC's success and well-being.

Responsibilities

- Recording daily deposits of funds, donation donor information, and maintain accounts receivable records.
- Record fixed asset transactions to ensure capitalization and depreciation per entity guidelines and maintain fixed asset schedule.
- Record loan liabilities and ensure appropriate entry of interest payments per amortization schedules, assist with maintaining documents.
- Manage account payables, and vendor management, weekly vendor payments and physical checks where needed.
- Perform monthly, quarterly, and annual accounting activities including reconciliations of bank, investment, credit card accounts, and billing systems i.e. Bill.com.
- Prepare draft financials for fractional controller review.
- Assist in the development of fiscal budgets that support strategy plans, work plans, resource needs, and revenue.
- Assist with coordination and completion of annual audits and reviewing financial reports/support as necessary.

Qualifications:

- Bachelor's degree in Accounting or related field OR Associates degree in Accounting or related field plus 2 years of accounting experience preferred. Combination of related experience, education, and training may be accepted in lieu of degree.



- 2+ years of accounting and financial experience strongly encouraged.
- Technical expertise in nonprofit accounting, including knowledge of and proficiency implementing FASB standards and GAAP accounting principles.
- Strong organizational and time management skills.
- Detail oriented and ability to prioritize.
- Ability to work both independently and as part of a cross-functional team.
- Must be able to maintain confidentiality and exercise judgment over the treatment of sensitive issues and interdepartmental needs.
- Demonstrated ability to work and communicate effectively with people of diverse ethnic, economic, racial, and cultural backgrounds.
- Excellent interpersonal, oral, and written communication skills in English.
- Proficient in Microsoft Office Suite, plus knowledge of QuickBooks Online, Bill.com bill payments and Bill.com expense (previously Divvy) or similar financial software, and ADP.
- Experience in the American Indian community preferred.

Application materials must consist of the following to be considered for this position:

- Completed application form
- Resume
- Cover letter

Candidates from diverse backgrounds are encouraged to apply!

To apply for this position, please email a resume and cover letter to hr@miwrc.org. In your email, please note where you saw this position. Position open until filled.

No phone calls, please.

ONLY CANDIDATES WHO FOLLOW APPLICATION INSTRUCTIONS WILL BE CONSIDERED FOR THE ROLE.

An Equal Opportunity Employer:

MIWRC is committed to attracting and retaining employees with varying identities and backgrounds. The MIWRC provides equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability status, public assistance status, protected veteran status, sexual orientation, gender identity, gender expression or any other status protected by law.