



# ANOKA COUNTY COMMUNITY ACTION PROGRAM, INC.

1201 89<sup>th</sup> Avenue NE • Suite 345 • Blaine, MN 55434  
Phone 763-783-4747 • FAX 763-783-4700 • Website: [www.accap.org](http://www.accap.org)

## JOB DESCRIPTION

**Position Title: Accounting Manager**

**FLSA: Exempt**

**Class Title: Associate Director**

**Range: 6**

**Reports to: Chief Fiscal Officer**

### Position Requirements:

**Education and Experience:** Bachelor's Degree from a four (4) year college or university; five (5) years related experience and/or training; or equivalent combination of education and experience.

**Licenses Required:** None.

**Certifications Required:** None.

**Background Investigation Required:** None.

**Knowledge:** Non-profit accounting and auditing principles, procedures, and applications; state and federal grants and procedures; agency funding sources and their financial requirements; employment laws, record keeping, and reporting; office procedures; non-profit accounting software; word processing, database, and spreadsheet software.

**Abilities:** Maintain confidentiality; prioritize and meet deadlines; work independently; perform basic to complex accounting functions; accurately perform arithmetic computations; operate office computers and other machines; maintain good working relations with employees and the public; communicate effectively on an oral and written basis; supervise effectively; work under stress.

**Skills:** Evaluating difficult accounting problems; analyzing and interpreting complex accounting records and reports; excellent organizational skills; dealing with difficult situations.

### Duties and Responsibilities:

Perform work of moderate to complex difficulty; maintain internal controls; review accounting documents for accuracy; preparation of journal entries; maintain and balance the general ledger; identify problems and make corrections; assist in budget preparations; coordinate annual audit; assist in maintaining department's policy manual; assist in supervising the ADP department; provide backup for staff; understand and prepare internal and external reports. Performs other related duties as assigned.

### Essential Job Functions:

Normal office procedures, able to lift and carry 30 pounds safely, sitting in a chair or standing for extended periods of time, repetitive upper body movement including twisting, turning, and utilizing arms, hands, and fingers on phone system, keyboarding, and sorting mail, extended visual contact with computer monitors. Must be able to communicate effectively with clients and employees throughout building.

Posting Date: September 24, 2021

Location: Blaine, MN

Closing Date: Until Filled

Supervisor: P. McFarland

Status: Permanent/FT

Starting Salary: \$23.84 - \$26.23/hr DOQ

Benefits: Medical, Dental, Vision, Life, Disability, HSA, Vacation, Sick, Holiday, 403B, Section 125

To receive an employment application, go to [www.accap.org](http://www.accap.org).