



## **Accounting Assistant Job Posting (Part- Time)**

Northwest Community Development Center  
1819 Bemidji Ave N  
Bemidji MN 56601

### **PRIMARY PURPOSE:**

The Accounting Assistant will work directly with the CFO and Executive Director in the finance department.

### **PRIMARY RESPONSIBILITIES:**

- Process and record daily receipts including make copies of all checks received, prepare deposit slips, and maintain check register.
- Reconcile deposit slips to ledger.
- Allocate and reconcile prepaid expenses.
- Allocate expenses to the appropriate source of funding
- Sort and distribute bi-weekly payroll.
- Produce monthly financial reports to funders with applicable supporting documentation.
- Assist with annual insurance renewals.
- Submit financial statements to Board of Directors as required/requested.
- Perform work paper preparation for annual audit as appropriate.
- Write checks

### **SKILLS/KNOWLEDGE REQUIRED:**

- At minimum, an Associate's degree in Accounting, Bookkeeping, Finance, or similar field. Bachelor's degree preferred. An equivalent combination of education, training, and experience can be substituted.
- 1-3 years of relevant, hands-on accounting/bookkeeping experience preferred, but not required.
- Proficient to advanced knowledge of Microsoft Office Applications, including Excel
- Excellent verbal and written communication skills
- Strong attention to detail and accuracy
- Ability to work independently on assigned duties
- Demonstrates an ability to manage a variety of priorities while meeting deadlines
- Experience in nonprofit accounting is a preferred.
- Demonstration of an understanding, appreciation and awareness of the cultural, social and economic diversity within the community being served

Resumes should be emailed to Collette Maxwell at [collette.maxwell@nwicdc.org](mailto:collette.maxwell@nwicdc.org)