



ACCOUNTANT

Title: Accountant

Accountable to: Executive Director

Major Objectives: Responsible for oversight of all State of Minnesota grants, preparing and inputting annual budget, performing payroll as a back-up function, preparing audit work papers, performing year end tracking, preparing various tax reports, oversee and monitor AP/AR, administering point-of-sale (POS) system, and maintaining confidentiality.

Qualifications:

- Bachelor's degree in accounting and 2+ years work experience in accounting or six years related education and work experience
- Experience with payroll preparation
- Experience in preparing audit work papers
- Strong oral and written communication skills
- Strong analytical and problem-solving skills
- Experience working for a large non-profit or government organization

Responsibilities:

- Oversee all grants from the State of Minnesota
- Prepare and input annual budget
- Perform payroll function as back-up
- Prepare audit work papers
- Perform year end tracking
- Prepare various tax reports
- Input journal entries
- Oversees and monitors AP/AR
- Administer point-of-sale (POS) system
- Maintain confidentiality
- Maintain Accounting annual budget
- Other duties as assigned

Working conditions:

- General office environment
- Must be able to sit for long periods of time
- Both weekday and weekend hours required, some evenings
- Full-time/exempt position
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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Receipt and Acknowledgment

I acknowledge and understand that:

- Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules, and regulations of the Minnesota Discovery Center.
- I have read and understand this job description.

Print Employee Name: _____

Employee Signature: _____ Date: _____