



Workforce excellence is **CENTRAL** to all we do.

POSITION POSTING

July 15, 2022

Accounting Assistant

1 full-time opening 40 hours per week

Home Office: Monticello

Hourly Wage Scale:

\$17.87 - \$21.00 - \$24.13

Primary Objective of Position: Responsible for day-to-day accounting functions which include but are not limited to: general ledger, accounts payable support, payroll, cash receipts, and month end projects as needed. Assist department on special projects. Contribute to a healthy, safe, and inclusive work environment for all and support the agency equal opportunity and inclusion efforts

Qualifications

- 2+ years of specific accounting related experience, preferably with a minimum of 1+ years of non-profit accounting.
- Proficiency with personal computer usage, Microsoft Office products, email, and the Internet
- Extensive experience with accounting software programs and Microsoft Excel
- Knowledge of operating standard office equipment including fax machine, copier, and 10-key
- Ability to prioritize a series of work tasks and meet objectives efficiently, accurately, and timely
- Ability to follow rules and procedures
- Strong verbal and written communication skills
- Strong analytical skills

Essential Functions

- Process biweekly payroll. Assure proper back-up data is included and signed by a supervisor, maintain employee master records database, and monitor deductions
- Prepare payroll tax reports and other payroll reports as required
- Prepare general ledger journal entries
- Maintain accounting software database and support coordination
- Prepare daily bank deposit and verify bank balance
- Recognize and report errors and omissions or when rules or procedures are inadequate for the purpose intended
- Process on-the-job training contracts according to current policy

CAREER OPPORTUNITY

Upon request the information in this document can be made available in alternative formats for people with disabilities by calling 800-284-7425.

www.cmjts.org



Equal Opportunity Employer
and Program Provider



CMJTS

Central Minnesota Jobs and Training Services, Inc.



Workforce excellence is **CENTRAL** to all we do.

- Process accounts payable which includes work with multiple allocations and extensive coding
- Accounting related filing
- Enter purchase orders
- Effectively communicate with staff and vendors to resolve questions or problems
- Special projects as needed
- Participate in personal development and agency training that will ensure unknown biases are identified and eliminate the influence of personal biases and values when engaging with diverse groups

Education, Training, and Experience

A two-year degree/certificate in accounting or equivalent relevant experience.

To Apply:

Send cover letter and résumé to:

Human Resources:

employment@cmjts.org

CAREER OPPORTUNITY

Upon request the information in this document can be made available in alternative formats for people with disabilities by calling 800-284-7425.

www.cmjts.org



Equal Opportunity Employer
and Program Provider

A proud partner of the  americanjobcenter® network |  CareerForce®



- Prepare payroll tax reports and other payroll reports as required
- Prepare general ledger journal entries
- Maintain accounting software database and support coordination
- Prepare daily bank deposit and verify bank balance
- Recognize and report errors and omissions or when rules or procedures are inadequate for the purpose intended
- Process on-the-job training contracts according to current policy
- Accounting related filing, electronically and paper
- Enter purchase orders
- Complete senior programming reporting database maintenance as assigned
- Effectively communicate with staff and vendors to resolve questions or problems
- Special projects as needed
- Participate in personal development and agency training that will ensure unknown biases are identified and eliminate the influence of personal biases and values when engaging with diverse groups

Education, Training, and Experience

A four-year degree required. Degree in Accounting preferred, or equivalent relevant experience.

To Apply:

Send cover letter and résumé to:

Human Resources, CMJTS, PO Box 720, Monticello, MN 55362