



# Minnesota JCC

**TITLE:** Accounting Associate  
**DEPARTMENT:** Accounting  
**STATUS:** FT  
**CLASSIFICATION:** Exempt  
**SUPERVISOR:** CFO

## POSITION SUMMARY

The Accounting Associate is charged with managing a variety of financial and non-financial tasks to help support the organization's cash receipts and disbursements. This position reports directly to the CFO and will be required to interface with program managers and members. Qualified candidates must have excellent organizational skills, timely responses to inquiries and the ability to exercise confidentiality. These functions are performed in a professional manner in keeping with the Minnesota JCC's mission and philosophy.

## ESSENTIAL FUNCTIONS

This job description is not intended to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee in this position. Activities, duties, and responsibilities may change at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Process accounts payable on a weekly basis.
- Prepare daily cash summaries.
- Support Information Systems director.
- Prepare recurring monthly journal entries.

## REQUIRED QUALIFICATIONS

- 3-5 of years of experience in accounts payable and account reconciliations
- Proficient Excel spreadsheet skills
- Proven ability to problem solve and work as a team
- Computer experience
- Commitment to equity, diversity, environmental stewardship, and social justice

## PREFERRED QUALIFICATIONS

- Associate degree in Accounting

## COMPETENCIES

- Proficiency in Microsoft Office Suite

- Excellent verbal and written communication skills
- Commitment to the highest professional and ethical standards
- Ability to independently exercise good judgement

#### **SUPERVISORY RESPONSIBILITY**

None

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to verbally communicate with others. In the office setting, this is primarily a sedentary role, which requires the employee to sit at a desk for consecutive hours at a time using a computer or other office equipment. Additional physical requirements include occasional bending, crouching, reaching, and lifting.

#### **TO APPLY**

Please send resume and cover letter to Regan McCormack, Human Resources Manager, at [reganm@minnesotajcc.org](mailto:reganm@minnesotajcc.org).

EEOC Statement: The MN JCC provides equal opportunity to employees and applicants for employment in accordance with applicable laws. Personnel decisions are made on the basis of merit and the needs of the organization. The MN JCC does not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, familial status, status with regard to public assistance, disability, genetic information, sexual orientation, age, military or veteran status, membership or activity in a local human rights commission, or any other status protected by law.