



**Evergreen**  
Youth & Family Services  
*Strengthening Youth. Preserving Families.*

**JOB TITLE:** Accounting Manager/Assistant Controller (1 FTE)  
**SUPERVISOR:** Finance Director  
**STATUS:** Full-time, Exempt

**SUMMARY:** The position is responsible for creating and maintaining systems, procedures, and best practices for agency management, operations, data collection & reporting, as well as assisting the Finance Director with planning, budgeting and financial grants management. This position supports financial operations by creating financial documents for management purposes, managing accounts payable/receivable, and completing payroll. This position also maintains the inventory of agency computer systems and other agency equipment necessary for job performance. This position reports to the Finance Director. This position uses auditory and visual skills approximately 95% of the time.

**DUTIES:**

1. Prepare accounting records, including financial statements and other financial reports with accuracy, completeness and conformance to standards defined within the accounting department.
2. Responsible for helping to maintain Evergreen's accounts receivable and accounts payable systems in a timely manner in accordance with Generally Accepted Accounting Principles.
3. Responsible for helping with grants financial management and grants cash requests.
4. Responsible for conducting all payroll functions for the 26 pay periods each year and for quarterly payroll tax reports.
5. Reconcile petty cash fund monthly, flex fund accounts, employee leave sheets quarterly and other employee benefits quarterly.
6. Responsible for doing monthly county billing for shelter program and insurance billing for Mental Health providers.
7. Responsible for receipting the bank deposits and mental health billing receipts in the accounting system.
8. Responsible for check distribution to agency programs, staff and vendors.
9. Assists the Finance Director with annual audit preparation.
10. Responsible for filing and financial records management functions monthly and oversees the agencies record retention process.
11. Assist Finance Director and Executive Director with grant budgets and annual budget preparation if necessary.
12. Assist Finance Director in entering the annual budget annually into accounting system.
13. Maintain "Accounting Procedures Manual" for Accounting Manager/Assistant Controller position.
14. Attend Evergreen staff and agency meetings as determined with supervisor.
15. This position includes copying, filing, mailing, answering the phone, and may include event and meeting coordination and registration, running errands, letter writing and other miscellaneous office duties.

16. Retrieve mail from post office box if HR Director is out of the office.
17. Maintain the tidiness of the business office and other assigned areas.
18. Bulk office supply and special supply ordering/conference hotel reservations for staff etc.
19. Other duties as assigned by supervisor and agency Executive Director.

### **QUALIFICATIONS:**

1. Prefer a four-year degree in business management, accounting/finance, or a related field. Minimally, must have at least 4 years of experience in accounting or finance in a fast-paced office environment.
2. Prefer experience with Sage 50/Peachtree Accounting for nonprofits (but willing to train)
3. Prefer some previous office experience.
4. Must be proficient in advanced Excel. Must have the ability to generate Word and Excel documents, conduct internet searches, and use email effectively. Must be familiar with Microsoft 2010 Pro or later operating systems.
5. Must have a thorough understanding of Generally Accepted Accounting Principles.
6. Must be committed to the agency's mission and all of its programs.
7. Must treat agency co-workers and clients with respect and courtesy and bring strong customer service skills to those interactions.
8. Must exercise high standards of integrity, honesty, and ethics in dealing with agency financial matters.
9. Must develop systems for proofing and double-checking work for accuracy and professional presentation.
10. Must exercise initiative, be organized, meet deadlines, and be dependable.
11. Must be willing to communicate openly, appropriately, and directly when issues need to be resolved with coworkers, supervisor, etc.
12. Must be able to operate proficiently an IBM compatible computer and have knowledge of accounting software. Prefer experience with Peachtree Accounting for nonprofits (but willing to train)
13. Must have good interpersonal and telephone skills and work well with the public.
14. Must have reliable means of transportation with a valid driver's license.
15. Must be eligible for coverage under the agency's auto insurance.
16. Must be a positive role model to staff, youth, families and the community.
17. If chemically dependent, must be free of chemical use problems for at least two years.
18. Must maintain client and agency confidentiality and abide by HIPAA and the Data Privacy Act. Must maintain the strictest confidentiality standards regarding employee and client information.
19. Must work cooperatively with county and tribal programs, school districts and other community service providers.
20. Must successfully pass a drug and/or alcohol test.
21. Must not be disqualified by a Minnesota DHS Applicant Background Study, a Minn. Bureau of Criminal Apprehension Criminal Background Check via the BCA website, and must pass a National Sex Offender Registry check.

### **Physical Demands Related to Duties:**

While performing duties, the employee is required to talk and hear. The employee is often required to sit and use his or her hands and fingers, to handle or feel. The employee is also required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl in order to conduct building checks and make repairs. Vision abilities required by this job include close vision. This employee must be able to lift 35 pounds.

**COMPENSATION:** \$21.01 – \$28.97 per hour DOQ

**TO APPLY:** Please visit [www.evergreenyfs.org](http://www.evergreenyfs.org) to download our employment application. To be considered for the position applicants must submit cover letter, resume, and application to: Evergreen YFS, ATTN: Human Resources Director, PO Box 662, Bemidji, MN 56619 or email [hr@evergreenyfs.org](mailto:hr@evergreenyfs.org).

**DEADLINE:** This position will be open until filled.

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