



Job Title: Accounting Associate
Reports to: Chief Financial Officer
Classification: Non-exempt; full-time (40 hours/week)

Who we are

With nature as our catalyst, Camp Fire Minnesota energizes youth to discover their spark so their futures glow brighter.

Youth spend 90% of their time indoors. Camp Fire Minnesota addresses this challenge by delivering culturally relevant, nature-based programs at Tanadoona, Camp Bluewater, and throughout the community to over 7,000 youth from all backgrounds each year. We help youth "light their spark within" through summer camp, environmental education & STEM classes for schools, and community-based out-of-school time nature programs.

We are proud to offer inclusive and welcoming programs to youth in the community. To this end, 45% of Camp Fire youth participate at reduced or no cost.

As a result of their Camp Fire experience, 90% of youth report valuing nature and stewarding the environment.

Our desired candidate

The Accounting Associate position is critical to the overall success of the organization. As the point person for accounting and HR-related functions, this person is highly organized and detailed. Someone in this role should be quick on their feet and able to juggle multiple and essential functions of the organization.

The ideal candidate must:

- Thrive at delivering accurate and timely results
- Be confident and quick to action to fully understand the situation, seek answers and resolve the situation in a timely manner with limited direction
- Be motivated to collaborate with various personnel in order to be successful and create efficient systems
- Aspire to have a positive impact on the organization and our mission

Primary Responsibilities:

- Accounts Payable
 - Process invoices for payment, including verifying accuracy of information and ensuring timeliness of payments
 - Maintain proactive and collaborative communications with vendors and staff
 - Ensure proper account coding and approval of expenses
- Receivables
 - Prepare invoices and monitor receipts for club partners and rental/user groups at Tanadoona and Bluewater
 - Record deposits and assist in cash management between the admin office and Tanadoona during camp season
 - Collaborate with development department to ensure donation data within accounting and fundraising databases align

- Payroll
 - Ensure electronic timecards and PTO requests are approved and submitted on time
 - Process bi-weekly payroll, including recording payroll transactions and employee reimbursements in the general ledger
- Human Resources
 - On-board new admin employees to ensure all proper hire paperwork is completed and assist new employees in completing benefits paperwork
 - Work closely with program departments to ensure all direct delivery staff have proper hire paperwork, including that background checks completed
- Month-end close and reporting
 - Prepare bank and investment reconciliations
 - Complete monthly, recurring journal entries
 - Assist the CFO in the preparation of monthly financial statements and reports for the Finance & Audit Committee
- Other related financial and accounting functions
 - Grants: Complete monthly budget to actual reports for grants and provide financial support when needed
 - Special Events: Manage cash control processes, revenue reconciliations and reporting in collaboration with the development department
 - Year-end: Assist CFO with year-end close procedures, audit and 990's
 - Budgets: Complete monthly budget to actual reports for each department and provide financial support when needed

Knowledge, Skills, and Abilities:

- Bachelor or Associate degree in accounting/bookkeeping or related degree, or three years of previous related experience, (experience working in a nonprofit accounting position is a plus)
- Experience with Abila Non-profit Accounting Software (or similar database) is a plus
- Advanced proficiency in Microsoft Excel
- Strong ability to work well with others

Salary and Benefits:

Salaried position - \$45,000-\$50,000 based on experience. Competitive benefits package included.

Application Process:

Send cover letter, resume and three references to Human Resources: hr@campfiremn.org. Include "Accounting Associate" in the subject line.

Camp Fire Minnesota is strongly committed to addressing environmental justice. We encourage candidates with diverse experiences and backgrounds, Black, Indigenous and people of color, LGBTQIA+ individuals, and unemployed persons to apply.