

## MN ADOPT Job Posting: Accountant

MN ADOPT was founded in 1980 with the primary goal of finding homes for Minnesota children in foster care. Today, our mission is to find and strengthen Minnesota adoptive, foster care and kinship families.

### We do this by:

- Raising AWARENESS about the need for families for Minnesota children
- Providing INFORMATION AND REFERRAL to those interested in becoming adoptive, foster care and kinship care families.
- Offering EDUCATION relevant to adoptive, foster and kinship families and the professionals that work with them.
- Providing individualized SUPPORT, GUIDANCE and RESOURCES to adoptive, foster and kinship families.

To learn more about our programming visit our web site at [www.mnadopt.org](http://www.mnadopt.org)

**MN ADOPT is currently hiring for the Accountant Position.** This is a .8 FTE, 32-hour per week position. The Accountant reports to the Executive Director and fulfills a crucial role at MN ADOPT, completing organizational finance and HR functions, including tracking all financial transactions, payroll, grant funding reports, accounts payable/receivable, and organizational HR functions. The person who fills this position will have an opportunity to use their knowledge and problem-solving skills to help develop and implement updated systems to streamline and create efficiencies related to the organization's financial and HR processes. Duties of this position will include the following:

- Manage all accounts payable and receivable.
- Provide payroll and human resources functions.
- Work with Executive Director to develop organizational budget and provide budget monitoring, oversight, and feedback throughout the fiscal year.
- Complete monthly reporting for DHS, organizational leadership and MN ADOPT board of directors.
- Manage online payment/donation portal.
- Work with auditor to prepare accurate financial statements reflecting MN ADOPT income and expense annually as report to the IRS and State of MN.
- Complete ongoing reconciliation of all accounts.
- Prepare financial documents for grant proposals.
- Participate in collaborative organizational initiatives.

### The following factors will be considered in evaluating candidates:

1. Committed to MN ADOPT mission and values.
2. A bachelor's degree in accounting, finance, or related field, or equivalent experience.
3. Attention to detail and very strong organizational skills.
4. Experience working with contract or grant funding.
5. Proficient with Sage Accounting software.
6. Ability to work independently and complete tasks within required timelines.
7. Strong problem-solving skills.
8. Office at our St. Paul, Minnesota location.

MN ADOPT is proud to be an equal opportunity employer and values and celebrates diversity, including differences in sex, age, race, ethnicity, national origin, range of abilities, sexual orientation, gender identity and expression,



financial means, education, veteran status, religious beliefs and political perspective. These beliefs apply to MN ADOPT's programming and hiring practices and are important foundational approaches to our organization. All those interested in applying are encouraged to do so.

**MN ADOPT** offers competitive salaries and a friendly, flexible work culture with high standards. This position has a starting salary of \$40,000 - \$48,000 per year for a .8 FTE position. Interested candidates should send both a cover letter and resume to Rachel Walstad at [rwalstad@mnadopt.org](mailto:rwalstad@mnadopt.org). Resumes will be accepted until September 25, 2020 or until the position is filled.