



Workforce excellence is CENTRAL to all we do.

POSITION POSTING:

September 11, 2023

Accounting Supervisor

1 full-time opening: Monticello home office

Salary Range Scale:

\$58,127 - \$87,191

Primary Objective of Position

To supervise the activities of the accounting department and provide assistance and backup support to the Finance Director in its oversight. Will apply principles of accounting to analyze financial information and prepare agency reports. Maintain working knowledge of all accounting function processes. Contribute to a healthy, safe, and inclusive work environment for all and support the agency equal opportunity and inclusion efforts.

Work Environment

CMJTS is an equal opportunity employer and service provider. CMJTS is committed to creating an environment of inclusion where everyone is valued and has a sense of belonging. We work to confront and eliminate the barriers racism has created, and to earn the trust of our community to create a culture of accountability. We prioritize recruiting, hiring, training, compensation, promotion and retention practices that reflect the diversity of the communities we serve.

Qualifications

- CPA certification preferred or interest in/ability to work towards CPA certification
- Proficiency with personal computer usage, Microsoft Office products, email, and Internet usage
- Extensive experience with accounting software and spreadsheet programs
- Working knowledge of general ledger, accounts payable, accounts receivable, payroll, and financial statement preparation, and generally accepted accounting principals
- Highly organized and self-motivated to work independently and manage schedules efficiently
- Ability to work well with others in a team environment
- Ability to communicate professionally, and effectively with auditors, vendors, general public, and internal staff

Essential Functions

- Reporting-
 - Prepare contract reports, expenditure reports, grant closeout reports, program reports, cash requests, internal support, and training reports

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Equal Opportunity Employer
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HUMAN RESOURCES



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- Prepare county reports and bills. Track and maintain contract financial reporting supporting documentation
- Budgeting
 - Assist Finance Director in monitoring of agency budgets
 - Provide ongoing training and leadership to staff in budgeting process
- Auditing
 - Work closely with the Finance Director to prepare for agency audit
 - Develop internal audit policies and procedures
- Supervision
 - Responsible for providing appropriate cross-training to staff to ensure the department is appropriately cross-trained
 - Plan and organize workload of departments to ensure accuracy and timeliness
- Accounting systems
 - Accounts payable – oversee and approve A/P check runs
 - Payroll – oversee payroll processing, ensure timely payment of payroll taxes, and quarterly and annual reports
 - Monitor paid time off accruals, automatic withdrawals, and 403(b) deposits
 - Oversee quarterly 403(b) distribution and reporting
 - Assist with the maintenance and implementation of the cost allocation system
 - Accounts Receivable – prepare monthly FSR (financial status reports)
 - Journal Entries – preparation of monthly entries
- Financial analysis
 - Analyze financial processes, systems, and reports
 - Communicate effectively with all members of the organization; maintain relationships with external organizations and vendors such as bankers, partners, and auditors

Education, Training and Experience

- Minimum of two years' experience in nonprofit fund or government accounting
- BA/BS degree in accounting or finance and two years of experience; or a combination of equivalent, relevant education, and experience

To Apply:

Send cover letter and résumé to:
Human Resources, CMJTS, PO Box 720, Monticello, MN 55362
employment@cmjts.org

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