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**POSITION POSTING:**

April 17, 2024

**Accounting Leadership Position**

1 full-time opening: Monticello home office

Salary Range Scale:

Dependent upon Qualifications

**Primary Objective of Position**

Central Minnesota Jobs and Training Services, Inc. (CMJTS) is looking to hire a leadership position to lead the CMJTS Accounting initiatives. This position will directly supervisor the Accounting, and Data Services staff. Apply principles of accounting to analyze financial information and prepare agency reports. Work with third-party contractors to ensure accounting and audit standards are met and support program managers to ensure agency grants are managed appropriately. 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**

- BA or BS in Accounting; or a combination of equivalent, relevant education and experience.
- Proficiency with personal computer usage, Microsoft Office products, email, and Internet usage
- Extensive experience with accounting software and spreadsheet programs. Experience in non-profit or government accounting is a plus.
- 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

*Upon request the information in this document can be made available in alternative formats for people with disabilities by calling 800-284-7425.*

[www.cmjts.org](http://www.cmjts.org)



Equal Opportunity Employer  
and Program Provider

**HUMAN RESOURCES**



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## Essential Functions

- Reporting-
  - Prepare or provide oversight of the preparation of all contract reports, expenditure reports, grant closeout reports, program reports, cash requests, internal support, and training reports
  - Prepare county reports and bills. Track and maintain contract financial reporting supporting documentation.
- Budgeting
  - Work with agency management in the development, monitoring, and updates of budgets
  - Provide ongoing training and leadership to staff in budgeting process
- Auditing
  - Work closely management and audit firm in preparation of annual fiscal 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 AP process
  - Payroll – oversee payroll process
  - 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

## To Apply:

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

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