



165 Western Ave N  
Suite 8, Office #100  
St. Paul, MN 55102

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**Position:** Senior Accountant

**Supervisor:** Chief Financial Officer

**FLSA Status:** Full Time, Exempt

**Location:** Combination of remote and office based

**\*Must be in Twin Cities area\***

**Department:** Finance

**SALARY:** \$60-70k

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**Organization Summary:**

WomenVenture is a 501(c)(3) nonprofit organization with a mission to empower women to achieve their economic goals by building profitable and sustainable businesses that transform communities. We execute on this mission through a four-pillared programming approach that includes training, loans, coaching and a community of support. Our organizational values are inclusion, impact, and innovation, and we seek out candidates who exemplify these characteristics.

**Position Summary:**

The Senior Accountant is responsible for overseeing and executing the accounts payable processes, cash management, assisting with month close tasks, issuing 1099's, and assisting with the annual audit. This position will ensure that WomenVenture has the systems, procedures, and documentation in place to ensure strong internal controls and accuracy of information. The Senior Accountant will produce needed financial reports and coordinate the annual audit.

**Core Duties:**

- Monthly bank reconciliations and cash monitoring/transfers
- Responsible for full cycle accounts payable to include processing of vendor bills, corporate credit card reconciliations and payments, and employee expense report reimbursements
- Ensure the appropriate use and recording for funds, grants and donations
- Manage the financial assets and maintain appropriate and effective internal controls for accurate recording of revenue & expenses and assets & liabilities in accordance with generally accepted accounting principles
- Complete all monthly account reconciliations
- Prepare organization financial and grant financial reports
- Manage annual independent audit and ensure its completion on a timely basis. Ensure all other regulatory or other compliance filings are completed on a timely basis
- Prepare journal entries, including expense allocation entries
- Prepares and submits bi-weekly retirement plan contributions
- Other duties, tasks, and responsibilities that may be assigned at any time

**Confidentiality:** This position requires having access to confidential records and information, including but not limited to client information. To perform this job strict confidentiality must be maintained.

### **Preferred Skills:**

- Ability to relay complex financial concepts into layman's terms
- Highly organized and strong attention to detail
- Strong computer skills, especially Microsoft Office (High-level Excel) and Quickbooks
- Proven communication skills
- Strong analytical and problem-solving skills
- Knowledge and understanding of grant billing and collection concepts, policies and processes

### **Preferred Qualifications:**

- Associate's Degree or relevant experience
- 2-5 years of experience in advanced accounting, preferably in Non-profits

### **Application Procedure**

Interested candidates should email a cover letter and résumé (both required) to [hr@womenventure.org](mailto:hr@womenventure.org) with "Senior Accountant" in the subject line.

### **Benefits**

WomenVenture takes great pride in providing exceptional benefits to our staff. Employees are eligible for 18 paid holidays and 18 PTO days starting their first year. WomenVenture offers medical, dental, vision, short term disability, long term disability, and life insurance. WomenVenture offers paternity leave, health savings account, flexible spending account, pre-tax transportation, and an employee assistance program. Employees can also participate in a retirement plan with an employer match.

### **Work Environment/Physical Demands**

While performing the duties of this position, the employee is frequently required to sit for extended periods and may be required to stand for an extended period. The employee may occasionally move items weighing up to 25 pounds. Reasonable accommodation will be made to enable individuals with disabilities to perform the essential functions of the position.

*This position description is intended to describe the general nature and level of work being performed by people assigned to this position. **It is not intended to be an entire list of all activities, tasks, and skills required of people in the position.***

*WomenVenture is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.*