

- Title:** Accountant
- Classification:** Part-Time, Non-Exempt (.6 FTE; 24-26 Hours/Week average)
- Position Summary:** The Accountant is a critical part of the RCHS team and will work very closely with the President, Development Officer, and Treasurer. Responsibilities include Accounts Receivable, Accounts Payable, Payroll (via ADP), General Ledger management, bank account management, cash flow forecasting, generating monthly reports, filing required tax and unemployment reports with appropriate agencies, and assist in annual operating and capital budget development.
- Reports To:** President
- Time/Schedule:** Schedule is flexible; hours will range from 20-30 hours per week depending on seasonal needs. Accountant may work remotely to the extent possible. It is expected that being present in the office will be necessary one day per week. General office hours are 9 a.m. to 5 p.m. The Accountant’s office is located in Landmark Center in Downtown Saint Paul. Occasional work at our Gibbs Farm location in Falcon Heights is also expected.
- Salary:** \$27-\$29/hour hiring range, depending on experience.
- Benefits:** Paid time off, eligible for retirement plan after one year of employment.
- Prof. Development:** All senior staff members at RCHS are required to actively pursue professional development opportunities annually. This training will be paid for by RCHS.

**Specific Responsibilities:**

**I. General Accounting & Analysis (80%)**

- i. Cash Management
- ii. Accounts Payable
- iii. Accounts Receivable & Billing
- iv. General Ledger
- v. Monthly and annual reporting (accrual)
- vi. Reconciliation of internal and external accounts (balance sheet and banks)
- vii. Manage Cash Flow
- viii. Other Duties as assigned.

**II. Payroll Management (5%)**

- i. Work with payroll vendor (ADP) to ensure semi-monthly payroll is completed accurately.
- ii. Work with payroll vendor (ADP) to ensure quarterly tax, unemployment, and other payroll related taxes and reports are paid/submitted.
- iii. Work with payroll vendor (ADP) to ensure W2 and 1099 forms are completed accurately.

### **III. Tax & Administrative Filings (5%)**

- i. Calculate and submit sales tax payments.
- ii. Work with accounting consultant to ensure timely completion and filing of Society tax return and all related documents.
- iii. Work with accounting consultant to ensure timely completion and filing of annual reports to state agencies.

### **IV. Audit (5%)**

- i. Leads audit process in conjunction with audit vendor.

### **V. Staff Finance Committee (5%)**

- i. Provide reports and consultation to RCHS finance committee, including monthly dashboard reporting.

### **Qualifications**

Required: BA degree in Accounting or Finance; minimum of three years of experience in general accounting, including: general ledger experience, account analysis, preparation and input of journal entries, reporting and maintenance of the general ledger. Superior analytical and problem solving skills; knowledge of GAAP and financial analysis methods; Proficiency with Microsoft Office applications; Strong verbal, written and interpersonal communication skills; Ability to explain financial information clearly and concisely; Good organizational skills; general knowledge of non-profit accounting and compliance requirements; proficiency with Quickbooks.

Preferred: Advanced knowledge of non-profit accounting and compliance requirements; experience working in a small office and/or a non-profit with a budget of \$1 - \$2 million.

### **RCHS mission and values:**

#### Mission

Preserving our Past, Informing our Present, and Inspiring our Future

#### Equity & Inclusion

History informs us, inspires new choices, brings people together, and builds community. Likewise, it can be mis-used to inspire fear, create division, and perpetuate racism and other injustices. We resolve to present history in accordance with our values of Authenticity, Innovation, Inspiration, Integrity, and Respect. We believe that by doing so our community will be more informed, more engaged, and will become stronger.

#### Values Statements

Authenticity: We strive for historical accuracy in all our programs and activities.

Innovation: We consciously seek new ways to educate and create unique programming.

Inspirational: We raise awareness of our past and how that informs our understanding of our present and future.

Integrity: We adhere to the highest standards as a nonprofit organization in all our operations.

Respect: We provide experiences that respect our collective heritage and the diverse cultures of our community.

RCHS provides exceptional programming and actively preserves nearly five million pieces of archival materials and artifacts, provides direct education services to 23,000 students and teachers, publishes a nationally respected and award-winning quarterly magazine, and has a direct service reach of more than 40,000 individuals annually.

**To apply:**

Applicants should email their resume, brief cover letter, and three professional references to Chad Roberts, President ([chad@rchs.com](mailto:chad@rchs.com)). Please note that incomplete applications will not be considered.

*We strive to communicate with job-seekers within 48 hours of receiving applications and remain in contact regularly throughout the hiring process.*

Position open until filled, priority given to applications received by 5 p.m., Monday, August 17, 2020.

Interviews will be conducted via Zoom beginning August 6, 2020.

Start date negotiable but desired to be no later than September 1, 2020.