

SOUTHWEST MINNESOTA HOUSING PARTNERSHIP

Job Title: **Staff Accountant**

Supervisor: Chief Financial Officer

Classification: Non-Exempt

Proposed Approval Date: February 2021

Date of Last Update: September 2025

SUMMARY:

The Staff Accountant completes day-to-day finance operations tasks in an accurate, timely, and reliable manner. The Staff Accountant also assists with month/year end close, journal entries, GL account reconciliation, and property accounting support.

EXPERIENCE, COMPETENCIES, AND EDUCATION:

Required

- Bachelor's or associate degree in accounting or a closely related field.
- Continuous improvement mindset and enthusiasm for change.
- Relentless focus on accuracy and reliability of financial information.
- Intermediate proficiency in Microsoft Excel.

Preferred

- Experience with financial operations fundamentals including payroll, accounts payable, and accounts receivable.
- Industry accounting experience in not-for-profit or real estate.
- Understanding of generally accepted accounting principles (GAAP).
- Well organized and able to manage competing priorities.
- Able to work independently.
- Intermediate proficiency in Teams, SharePoint, Word, and PowerPoint.

PRINCIPAL JOB DUTIES AND RESPONSIBILITIES:

Accounts Payable

- Process vendor invoices.
- Pay vendors.
- Monitor accounts payable aging.
- Address vendor inquiries.
- Process 1099 tax forms.

Accounts Receivable

- Bill customers.
- Process cash receipts.
- Monitor accounts receivable aging.
- Address customer inquiries.
- Process Certificates of Rent Paid forms.

Month End Close

- Work with all stakeholders to ensure month end close timelines are met.
- Prepare journal entries.
- Reconcile GL account balances.

Finance Team Support

- Support the payroll process as needed.
 - *Depending on department needs, the Staff Accountant may process payroll.*
- Assist with year end preparation including audit requests and financial statement consolidation tasks.
- Renew legal entity status with Secretary of State.
- Back up other team members' job duties.

Property Accounting Support

- Assist the asset management team with day-to-day property related accounting matters.
- Calculate surplus cash distributions for our affordable housing entities.
- Provide accounting support to the property accounting team.

Hours: Work primarily daytime office hours during the week but may occasionally work a flexible schedule including evening hours and weekends to accommodate customer needs and deadlines.

Travel: Travel within the region and State of Minnesota on occasion and will travel out of state as needed for training and other staff development opportunities. Must be willing to drive company vehicles or personal vehicle as required.

Lifting: The Staff Accountant may occasionally need to lift up to 50 pounds.

DISCLAIMER AND APPROVAL

This position will perform other duties as assigned by the position's Supervisor and the Chief Executive Officer.

The foregoing statements describe the principal functions of this position but shall not be construed as an exclusive listing of all inherent requirements for the position.

Employee Acknowledgment:

Signature

Date

Employer Acknowledgment:

Signature

Date