



Accounting Assistant Job Description

As [Loppet Foundation](#)'s Accounting Assistant, you are responsible for the The Loppet Foundation's accounts payable. The Accounting Assistant may also help with invoicing or other accounts receivable, financial reporting, human resource functions, and general business operations. The Accounting Assistant reports to the Finance and Administration Manager, who reports to the Chief Operating Officer.

As Accounting Assistant, you are responsible for:

- **Accounts Payable**
 - Input and track vendor invoices and payments due to ensure
 - Internal verification of amount, services performed or goods received
 - Proper coding in Quickbooks
 - Accurate tax exempt status
 - Timely payment
 - Vendor verification (w9, address)
 - Finalizing and submitting the weekly payment list
 - Monitor all vendor agreements to find discounts that can be used to reduce invoice amounts
 - Track credits owed to the company and ensure they are properly applied to invoices
 - Assist in clean-up of old accounts payable
 - Assist in month-closing activities
 - Recommend updates to accounting policies and strategy as needed

Other potential responsibilities

- **Invoicing**
 - Assist in creating and monitoring payment of receivables
- **Financial reporting**
 - Assist the Chief Operating Officer and the Finance Manager in creating and preparing reports for organizational leaders, the board of directors, and the board's finance and audit committee
 - Assist the Finance Manager with tracking budgeted expenses, comparing to actuals and advising when needed.
- **Operations/Management**
 - Possibly support logistics in business contracts, leases, and insurance agreements.

Required Qualifications

- Associate's degree
- Experience in accounts payable
- Ability to use Microsoft productivity software such as Excel and Word
- Excellent attention to detail
- Effective communications skills
- Ability to consistently meet all deadlines
- Commitment to mission: The Loppet Foundation creates a shared passion for year-round outdoor adventure in the Minneapolis area, focusing on underserved youth and families.
- Proficiency in excel and google sheets.

Bonus Points

- Bachelor's Degree in Accounting, Finance or related discipline
- 2+ years experience in accounts payable
- Proficiency using Quickbooks
- Experience using Paychex

You will be successful at the Loppet if you enjoy balancing multiple priorities and interests. You are persistent and work with a sense of urgency. You have good judgement and are willing to take strategic risks. You believe in servant leadership and find joy in empowering our community members and volunteers in bringing the Loppet mission to life.

Details

This is a part-time, hourly position, with a starting hourly rate of \$17-\$20/hour, depending on qualifications and experience.

You can expect to work 5-15 hours/week. This position provides great flexibility for working remotely. You agree to be available via phone and email at least 3 business days per week, and to attend regular check ins (phone and/or in person) with your supervisor, as well as in-person staff meetings and other functions relevant to your role. Specific work days, times, etc. to be discussed and agreed upon with your supervisor.

To apply, send a cover letter and resume to Pablo Urriche at pablo@loppet.org and Nicole Cueno at cueno@loppet.org with the subject line "Accounting Assistant." This opening has an ideal start date of April 16. Applications will be considered through March 20.

The Loppet Foundation believes in equal employment opportunities for all, regardless of race, color, religion, sex, national origin, age, marital status, sexual orientation, gender, gender identity, gender expression, disability or any other legally protected classification. We have a strong commitment to hiring high potential people with varying backgrounds and identities.