



The Loppet Foundation Bookkeeper

The Loppet Foundation creates a shared passion for year-round, outdoor adventure in the Minneapolis area, focusing on underserved youth and families. The foundation provides quality programming for youth and adults, produces world class adventures and sporting events, and strives to create a welcoming and inclusive community in its operations in Theodore Wirth Park. The Loppet staff are dedicated and energetic individuals who work together leveraging the various aspects of the Foundation to create a whole that is more than the sum of its parts.

The Bookkeeper is responsible for the following:

- ❖ Prepare and run the organization's payroll bi-monthly.
- ❖ Assist the Finance & Administration Director (F&A Director) and CFO with the continuous improvement of policies and processes.
- ❖ Prepare cash recognition to ensure proper monthly cash reconciliation.
- ❖ Prepare HR control weekly KPI.
- ❖ Clear cash deposits.
- ❖ Support with the clearing of open items.
- ❖ Assist the Finance & Administration Director with the recognition of revenue.
- ❖ Assist the Finance & Administration Director with monthly, quarterly, and yearly closing.
- ❖ Assist the Finance & Administration Director during the audit.

The Bookkeeper works closely with the management team and reports to the Finance & Administration Director. This is a part-time position starting at 20 hours per week. This position can be done hybrid. Hourly wages range from 19.5 USD - 21.5 USD per year, depending on demonstrable experience.

Required Knowledge and Abilities:

- ❖ 1 year experience working with QuickBooks.
- ❖ 2 year experience working with Microsoft Excel.
- ❖ Excellent written and oral communication skills.
- ❖ Ability to exercise initiative and independence.
- ❖ Demonstrated commitment to diversity, equity, and inclusion.

Preferred Knowledge and Abilities:

- ❖ Outstanding customer service skills.
- ❖ Experience working with Paychex.
- ❖ Experience working with a CRM system.

HOW TO APPLY

No phone calls, no walks in. To apply please follow the instructions below precisely.

Email the following materials to hr@loppet.org with an e-mail subject that reads exactly "Bookkeeper Application": resume (preferably in .pdf form), cover letter in the body of the email, salary expectation. All applications received by October 15th, 2021 will be considered.