



The Loppet Foundation Bookkeeper Entry Level

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 with the continuous improvement of policies and processes.
- ❖ Prepare cash recognition to ensure proper monthly cash reconciliation.
- ❖ 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 yearly audit.

The Bookkeeper works closely with the management team and reports to the Finance & Administration Director. Wages range from 40,000 - 45,000 USD yearly, depending on demonstrable experience.

This is a Full-time salaried position. Schedule and location are generally flexible with the understanding that a presence during regular business hours is important. This position includes the following benefits: Unlimited PTO, a simple IRA with the Loppet Foundation matching employee contributions up to 3% of the employee's salary, and two health insurance plan options and a dental insurance option.

We recognize the need for a diverse workforce and understand that traditionally underrepresented communities must be centered in the work we do. As a Foundation, we are committed to building a blended team that reflects the community we serve. Hence, we strongly encourage BIPOC, Indigenous and Queer-identified individuals to apply.

Required Knowledge and Abilities:

- ❖ 1 year experience working with QuickBooks.
- ❖ Intermediate experience working with Microsoft Excel. (Pivot tables, Vlookup, Sumifs.) Assessment of these skills will be required.
- ❖ 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.

To apply click [HERE](#). All applications received by May 15th, 2022 will be considered.