



**Job Title:** Accountant

**Position Type:** Full-time (non-exempt), 30 to 40 hours per week

**Schedule:** Monday - Friday 8:00 am to 4:00 pm

**Salary:** \$18.00 - \$22.00 hourly, commensurate with experience

**Benefits Package:** Medical, Life, 401K, STD, PTO and Paid Holidays

**Reports to:** Finance Director

**ORGANIZATION:** Life House is an innovative nonprofit organization located in Duluth, MN serving homeless and at-risk youth ages 14 to 24. Focusing on positive youth development through housing stability, educational support, economic security, improved health, and connection to community, Life House programs assist youth to overcome poverty, trauma, mental illness, low educational achievement and joblessness as a way to transition to independent living. Our mission is to reconnect homeless and street youth to their dreams. Our vision is that no youth will be left homeless, alone, uncared for, or fending for themselves on the streets.

**SUMMARY:** The Accountant supports the mission of Life House by maintaining accounting principles, practices, and procedures to ensure accurate and timely processing of accounting transactions and financial reporting for the organization. Carries out responsibilities in the following functional areas: accounts payable, accounts receivable, payroll, employee benefits, other as needed.

**Focus area duties and responsibilities – Accountant:**

- Pay invoices and bills by check or ACH upon proper authorization, document, file and code payments.
- Collect credit card receipts from staff, document, file and code payments.
- Process incoming checks, scan, and record deposit receipts.
- Process online deposits received through Blackbaud, GiveMN, Square and other online payment systems.
- Provide back-up support to the Finance Director for semi-weekly payroll processing.
- Prepare and submit local, state and federal regulatory filings, as necessary.
- Process enrollments and terminations of employee benefits (medical, dental, vision, life, STD, 401k).
- Assist Finance Director with annual W2/1099 preparation and delivery.
- Assist Finance Director with annual budget preparation, audits, monthly bank reconciliations and financial statements.
- Other tasks as assigned and appropriate to candidate's skills and interests

**Focus area duties and responsibilities – Life House:**

- Participate in weekly Life House staff meetings to discuss and provide progress updates.
- Perform other duties as may be assigned by Finance Director.

**Education:** Associate's and/or bachelor's degree in a relative field or equivalent combination of experience and education.

**Qualifications:**

- Demonstrated experience with accounts payable, accounts receivable and payroll
- Proficiency in Microsoft applications including QuickBooks, Excel and Word
- Understanding of non-profit accounting concepts and an ability to work in a setting with complex program and funding sources
- Ability to work and communicate effectively with people of diverse ethnic, economic, racial and cultural backgrounds
- Interest in Life House's mission
- Ability to pass a Department of Human Services background check

Life House provides equal employment opportunity to all qualified individuals without regard to race, gender, creed, color, national origin, ancestry, religious belief, sexual orientation, gender identity, age, physical or mental disability, veteran status or other protected classification. Life House encourages individuals with diverse backgrounds and members of the LGBTQ community to apply.

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To apply send cover letter, resume and application to (see link below for application) by 4:30 p.m. July 2, 2021 or open until filled:

Life House

Attn: Human Resources Department

102 W 1st Street

Duluth, MN 55802

or

Email: [hr@life-house.org](mailto:hr@life-house.org)

Subject Line: Accountant

Life House Application can be found at: <https://lifehouseduluth.org/contact/careers/>