



Open Arms of Minnesota Job Description: Finance Associate

Organizational Summary:

Open Arms of Minnesota (OAM) is a nonprofit that prepares and delivers healthy, nutritious food to people living with life-threatening illnesses. Our mission: by providing food as medicine, we nourish our clients and build community. In our two state-of-the-art kitchens, OAM staff members and more than 3,500 volunteers create meals specifically designed for our clients' nutritional needs. We use fresh and, whenever possible, organic ingredients, including produce from our own 5 Open Farms urban garden locations. Volunteers deliver meals throughout the Twin Cities metro area to approximately 4,000 clients, caregivers, and dependents annually, providing nourishment and hope for families dealing with life-threatening illnesses. In addition, families in need throughout Minnesota receive meals shipped to them weekly. There are no fees for any of Open Arms' services. Open Arms is a volunteer-driven organization and is culturally unique in our high commitment to an excellent volunteer experience.

To learn more, visit www.openarmsmn.org

Open Date: August 31st, 2023

Closing Date: Until filled

Position Overview:

This full-time salaried position contributes to the fulfillment of the Open Arms' mission by providing ongoing financial support to the Finance Department. Job duties will include A/R & A/P, monthly billing, banking, processing credit card donations, event support, and general accounting support for the organization. As with all OAM staff positions, this position is responsible for helping ensure volunteers and interns have an exemplary experience during all interactions with Open Arms and is expected to consistently maintain a high level of customer service to all guests, clients, and fellow team members.

Primary Job Responsibilities:

Under the supervision of the Senior Director of Finance:

- Monitor and accurately enter bank transactions daily.
- Manage accounts payable, ensuring timely and accurate payments to vendors.
- Manage accounts receivable, prepare bank deposits.
- Prepare and enter monthly journal entries.
- Accurately enter and track prepaid expenses and deferred revenue accounts.
- Process credit card donations from online systems.
- Research and follow-up on missing/corrected invoices.
- Manage petty cash account.
- Maintain audit files as needed and support the annual audit.
- Assist with documenting procedures and processes.
- Produce financial reports for senior leadership when asked.

- Help ensure Open Arms provides an outstanding experience for all volunteers by regularly seeking out meaningful and positive interactions with them and maintaining a positive, friendly, and helpful attitude at all times.
- Other related duties as assigned.

Requirements:

- 4+ years previous bookkeeping experience within accounting software systems (for example QuickBooks) required.
- Strong attention to detail.
- Knowledge of general accounting.
- Strong financial and data entry skills – attention to detail a must.
- Demonstrated understanding and ability to always maintain discretion, confidentiality requirements and the highest of professionalism.
- Excellent communication skills.
- Strong customer service skills with internal and external stakeholders.
- Ability to contribute to a positive team environment.
- Ability to work independently and as a team member.
- Proficiency in standard office software programs (All MS Office products – Word, Excel, and PowerPoint in particular).
- Ability to adhere to attendance and punctuality requirements.
- Flexibility to work occasional evenings and weekends.
- Sensitive to diversity and able to work respectfully with a wide array of co-workers and members of the community.
- A passion for the mission and values of Open Arms.

Physical Requirements:

- Ability to communicate verbally and in writing in English.
- Able to operate standard office equipment (such as telephone, computer, printer and copy machine).
- Able to sit/stand for long periods of time.
- Ability to talk and hear, and to communicate verbally and in writing in English.
- Ability to review and reply to documents and information on computer screens as well as to use a computer and variety of software programs.

Reports To: Senior Director of Finance

Pay Rate: \$52,000-\$56,000 annually.

Hours: Full-time, 40 hours per week.

Location: Minneapolis, MN 55404

To Apply:

Please send resume and cover letter detailing pertinent experience to:

OAM HR

- Email: jobs@openarmsmn.org
- Fax: 1-866-499-1630
- Mail: 2500 Bloomington Avenue S, Minneapolis MN 55404

Benefits:

This position is eligible for an excellent comprehensive benefits package that includes medical/dental/life/ STD/LTD insurance, employee assistance program, paid Holidays, and personal time off (PTO), retirement plan with employer match program. Employee-paid vision plan, voluntary life, critical illness, hospital indemnity and accident insurance are also available.

Open Arms of Minnesota is committed to hiring and fostering a diverse and inclusive workforce that leverages the skills and talents of all employees in our organization, regardless of race, gender, national origin, age, religion, sexual orientation, gender identity, familial status, disability, or socioeconomic status. We encourage all individuals with direct or transferable experience to apply for our open positions.

Equal Opportunity Employer