



Open Arms of Minnesota Job Description: Accounts Receivable & Grants Specialist

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 6,500 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 3,687 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: September 14th, 2026

Closing Date: Until filled

Position Overview: This part-time, 25-hour per week position contributes to the fulfillment of Open Arms' mission by managing the organization's accounts receivable functions, grant revenue processing, cash receipts, deposits, and related financial reporting. The Accounts Receivable & Grants Specialist plays a critical role in maintaining accurate financial records and supporting the organization's revenue cycle for a \$13 million nonprofit organization. Reporting directly to the Chief Financial Officer (CFO), the Accounts Receivable & Grants Specialist will work collaboratively with program staff, development personnel, and external funding partners to ensure timely recording of revenue, grant-related financial requirements/compliance, and accurate financial reporting. This position offers an opportunity for professional growth and may expand into a full-time role as organizational needs evolve.

As with all OAM staff positions, this position is responsible for helping ensure volunteers and interns have excellent experiences 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:

Accounts Receivable

- Prepare and process all accounts receivable transactions.
- Generate invoices and billing statements for contracts, programs, and other revenue sources.
- Monitor outstanding receivables and follow up on unpaid balances.
- Maintain accurate customer and funding source records.
- Reconcile accounts receivable balances and investigate discrepancies.
- Prepare aging reports and communicate collection issues to the CFO.
- Promptly identify and investigate discrepancies, billing errors, unusual transactions, or other accounting issues and escalate unresolved matters to the CFO.



Grant Processing and Administration

- Record grant awards, grant payments, and grant receivables.
- Track grant revenue and expenditures to ensure compliance with funding requirements.
- Maintain grant documentation and supporting records.
- Assist with grant reporting and financial documentation required by funders.
- Coordinate with development and program staff to ensure accurate grant tracking and reporting.

Cash Receipts and Deposits

- Process incoming donations, program revenue, grant payments, and other receipts.
- Prepare and reconcile bank deposits.
- Record cash receipts accurately in the accounting system.
- Reconcile daily, weekly, and monthly deposits to financial records.
- Reconcile cash receipts and contribution activity between accounting, banking, donor/fundraising, and other applicable systems.
- Ensure compliance with internal controls related to cash handling and deposits.

Financial Reporting and Reconciliation

- Prepare accounts receivable, grant, and revenue reports for management.
- Assist with month-end and year-end closing activities.
- Reconcile revenue-related general ledger accounts.
- Support annual audits by providing requested documentation and schedules.
- Assist the CFO with financial analysis and reporting related to revenue and grant activity.

Administrative Support and Collaboration

- Maintain organized electronic and physical financial records.
- Assist with process improvements related to revenue tracking and grant management.
- Support special projects and other finance department responsibilities as assigned.
- Provide occasional support in other operation areas, including delivery of meals to clients, packaging meals in the kitchens, working at events, etc.

Requirements:

- Associate degree in Accounting, Finance, Business Administration, or equivalent experience.
- Minimum of 3 years of experience in accounts receivable, bookkeeping, or accounting.
- Experience working in a nonprofit organization and knowledge of nonprofit accounting principles and grant management.
- Experience with donor databases, fundraising systems, and/or reconciling contribution activity between accounting and development systems preferred.
- Proficiency in Microsoft Excel and Microsoft Office applications.
- Experience with accounting software and financial systems.
- Strong financial accuracy, attention to detail, analytical thinking, and problem-solving skills.
- Ability to identify discrepancies or unusual transactions, investigate issues, and proactively escalate questions or concerns.
- Familiarity with Sage Intacct, Financial Edge, QuickBooks, or similar accounting software.
- Experience preparing grant financial reports.



- Strong organizational and time-management skills, with the ability to manage multiple priorities and meet deadlines.
- Ability to maintain confidentiality and handle sensitive financial information.
- Ability to work independently with appropriate judgment while collaborating effectively with Finance, Development, Programs, funders, and other stakeholders.
- Commitment to accountability and stewardship of nonprofit resources.
- Willingness to provide occasional support in other operational areas as needed, including meal delivery, kitchen meal packaging, and support at events.
- Ability to work onsite or event-site based on operational needs.
- Ability to work a flexible schedule, including occasional evenings and weekends, with advance notice.
- Active Minnesota driver's license and unrestricted for work-related driving.
- Sensitivity and commitment to diversity and ability 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 for extended periods of time and/or work on feet for extended periods of time.
- 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: Chief Financial Officer

Locations: St. Paul and Minneapolis, MN

Pay Rate: \$41,000- \$44,000 annually

Schedule: Part-Time, 25 hours per week

Opportunity for Growth

This role is expected to begin as a part-time position of approximately 25 hours per week. Based on organizational growth and departmental needs, there is potential for the position to evolve into a full-time opportunity with expanded responsibilities.

To Apply:

Please send a resume and cover letter to:

OAM HR

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

**Benefits:**

This position is eligible for an excellent comprehensive benefits package that includes medical/dental/life insurance, employee assistance program, pet insurance, commuter-transit and parking, paid Holidays, vacation and sick & safe time, retirement plan with employer match program. Employee-paid vision plan, voluntary life, short-term/long-term disability insurance, 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