

**Position: Bookkeeper**

Location: St. Paul

Category: Financial Management

Job Type: Part Time (20-25 Hours)

Wage range: \$18 - \$20 per hour based on experience

The Autism Society of Minnesota seeks a part-time bookkeeper for 20-25 hours per week, during standard business hours (9 a.m.-5 p.m.). This position will report to and work closely with the Sr. Director of Finance & Operations. The primary role of this position is the financial integrity of the Autism Society of Minnesota through proper and accurate accounting procedures.

**Primary Duties include but are not limited to:**

- Accounts Payable
  - Set-up new vendors and customers in the AP system
  - Process invoices for payment on a weekly basis
  - Process, distribute and mail checks in the appropriate category
  - Enter all EFT/ACH payments daily in the appropriate program category
  - Update and maintain accounts payable and purchasing procedures
  - Collection of past due invoices
- Cash Receipt
  - Daily check deposits via remote deposit – cash to the bank weekly
  - Review EFT deposits and coordinate with ACCS
  - Review credit card information & transactions remittances
  - Reconcile that all deposits are entered into the Account Edge daily
  - Enter ACCS payments into Empathic under the appropriate client
- Payroll Entry – ADP
  - Maintain strict confidentiality of employee records
  - Enter and process bi-weekly time and attendance records
  - Calculate ACCS payroll
  - Coordinate and schedule processing of payroll in a timely manner with Finance Director
  - Provide secondary oversight of payroll audit to ensure accuracy of payroll process and benefit payments
  - Post changes in employee pay, insurance, PTO and tax status as directed by the Finance Director
  - Maintain knowledge on administration of agency's payroll provider
- Tax Payments
  - Calculate and Process Monthly ACCS provider tax
  - Calculate and Process Quarterly Bookstore Sales and Use Tax
  - Complete Yearly ACCS provider tax return
  - Complete Yearly Bookstore Sales and Use Tax Return
  - Calculate and process yearly Advertising Sales tax
- General Ledger – Month-end
  - Create and enter recurring journal entries for month end (depreciation, allocations)
  - Reconcile assigned balance sheet accounts. (prepaid, payables)
  - Complete monthly financial statements for the Finance Director
- Miscellaneous/Other Functions
  - Records storage and retrieval
  - Schedule and Assist with yearly audit
  - Participate in various organization events

- Maintain confidentiality of AuSM's finances
- Work with other areas of AusM on reporting financials

**Experience:**

Minimum 2-year accounting degree and 2+ years experience is required.

Demonstrated knowledge of GAAP

Excellent skills with Excel

Experience with database and credit card processing

The candidate must have high ethical standards and integrity. Experience with nonprofit finances, cash basis accounting and Account Edge reporting software is desired.

References are required and a background check will be completed prior to any offer of employment.

How to Apply: E-mail resume and cover letter to Dawn Brasch at [dbrasch@ausm.org](mailto:dbrasch@ausm.org). Please, no calls.

Established in 1971, the Autism Society of Minnesota is a 501(c)(3) nonprofit organization committed to education, advocacy and support designed to enhance the lives of those affected by autism from birth through retirement. AuSM is an equal opportunity employer that does not discriminate in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.