



# ANOKA COUNTY COMMUNITY ACTION PROGRAM, INC.

1201 89<sup>th</sup> Avenue NE • Suite 345 • Blaine, MN 55434  
Phone 763-783-4747 • FAX 763-783-4700 • Website: [www.accap.org](http://www.accap.org)

## JOB DESCRIPTION

**Position Title: Accounting Clerk/Grant Specialist**

**FLSA: Non-Exempt**

**Class Title: Accounting Clerk**

**Range: 4**

**Reports to: Accounting Manager**

### Position Requirements:

**Education and Experience:** Associate's degree (A.A.) or equivalent in Accounting from a two (2) year college or technical school; one (1) to three (3) years related experience; or equivalent combination of education and experience; or demonstrated capability to perform the job duties. Experience with Uniform Guidance for grant and non-profit accounting preferred.

**Licenses Required:** None.

**Certifications Required:** None.

**Background Investigation Required:** BI through the Bureau of Criminal Apprehension and Search on NSOPW.

**Knowledge:** Accounting principles and procedures; basic to complex arithmetic concepts and applications; word processing, and spreadsheet software.

**Abilities:** Perform basic to complex accounting functions; maintain confidentiality; establish and maintain good working relations; communicate effectively with staff and funding sources; organize and prioritize workload; ability to write and maintain policies and procedures; work independently.

**Skills:** Dealing professionally with employees and the public; use of computer, and other office machines.

### Duties and Responsibilities:

Performing the accounting for grants management, accounts payables, accounts receivable and monthly reporting. Review expenditures charged to grants for federal and state grant compliance including Uniform Guidance compliance and submitting periodic reports to grantors; Ensuring financial transactions are recorded in accordance with generally accepted accounting principles (GAAP). Maintain grant files, prepare and submit required reports and cash requests; assist directors in monitoring grant activity; updating grant budget information in accounting software; prepare journal entries and cost allocations, maintain department SharePoint page and Laserfiche system; assist in updating financial policy manual; assist in check preparation, preparation of budgets, and annual audit; backup other accounting staff as needed. Performs other duties as assigned.

### Essential Job Functions:

Normal office procedures, able to lift and carry 30 pounds safely, sitting in a chair or standing for extended periods of time, repetitive upper body movement including twisting, turning, and utilizing arms, hands, and fingers on phone system, keyboarding, and sorting mail, extended visual contact with computer monitors. Must be able to communicate effectively with clients and employees throughout building.

Posting Date: 7/28/2023

Location: Blaine, MN

Closing Date: Until Filled

Supervisor: J.Harstad

Status: Permanent/FT

Starting Salary: \$18.86 - \$20.74/hr DOQ

Benefits: Vacation, Sick, Holiday, Medical, Dental, Vision, Life, Disability, HSA, FSA, Dependent Care

Reimbursement, Accident/Critical Illness Supplemental Insurance, 403(b) Retirement w/match.

To receive an employment application, go to [www.accap.org/accapcareers](http://www.accap.org/accapcareers)