



# 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: 5**

**Reports to: Fiscal Director**

### 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 MN Department of Human Services and search on NSOPW.

**Knowledge:** Knowledge of generally accepted accounting principles (GAAP) and the rules of the federally written Uniform Guidance.

**Abilities:** Perform basic to complex accounting functions; analyze complex financial data; maintain confidentiality; establish and maintain good working relations; communicate effectively with staff and the leadership team; organize and prioritize workload; ability to write and maintain policies and procedures; work independently and within a team.

**Skills:** This position requires strong oral and written communication skills. Demonstrate supervisory and leadership skills, problem-solving, and handle and prioritize multiple tasks.

### Duties and Responsibilities:

Performing the accounting for various agency grants. Requires working with accounts payable and accounts receivable to produce monthly reporting. Review expenditures charged to grants in compliance with federal and state grants including Uniform Guidance and submitting periodic reports to grantors; Ensure financial transactions are recorded in accordance with GAAP. Supervise the grant cycle and maintain the files, prepare and submit required reports and cash requests; assist directors in monitoring grant activity; update grant budget information in the accounting software; prepare journal entries and cost allocations; work with department leads on the preparation of budgets. Assist with the Agency's annual audits; 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 the building.

Posting Date: 8/29/2024

Location: Blaine, MN

Closing Date: Until Filled

Supervisor: J. Harstad

Status: Permanent/FT

Wage: \$23.14-25.38/Hour - 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](http://www.accap.org).