



Evergreen Youth & Family Services is seeking a detail-oriented and mission-driven Assistant Controller to support our financial operations. We are looking for a candidate who is not only committed to our mission but also interested in growing within Evergreen's finance team. If you are a motivated financial professional with leadership aspirations, we encourage you to apply!

JOB TITLE: Assistant Controller
SUPERVISOR: Operations/Finance Director
STATUS: Non-Exempt/ Full Time (40 hours/week)

SUMMARY: The position is responsible for assisting the Operations/Finance Director with payroll, AP/AR, accounts reconciliation, and financial grants management. This position supports financial operations by creating financial documents for management purposes and maintaining filing and financial records management. This position also assists the Accounting Manager and is cross trained for the Accounting Manager's duties.

FINANCE DUTIES:

1. Assist the Finance & Operations Director in the preparation of digital accounting records, including financial statements and other financial reports with accuracy, completeness and conformance to standards defined within the accounting department.
2. Responsible for helping to maintain Evergreen's Accounts Payable, Payroll functions, and Accounts Receivable in a timely manner in accordance with Generally Accepted Accounting Principles including coding (allocating) expenses to grants.
3. Maintain and reconcile cash equivalents- laundry quarters, program Gift Cards, program Cell phones for clients.
4. Maintain/create staff timecard workbook/new hire setups.
5. Cross trained in monthly county billing for shelter program.
6. Cross trained to do bank deposits.
7. Cross trained to do bank reconciliation.
8. Support the Finance & Operations Director with annual audit preparation and year end adjustment entries prep including fixed asset purchase/disposal entries.
9. Assist the Accounting Manager in filing and financial records management functions monthly as provided for in the Agency records retention policy and schedule quarterly shredding.
10. Assist Finance & Operations Director and Executive Director with grant budgets and annual budget preparation if necessary.
11. Assist Finance & Operations Director in entering the annual budget annually into the accounting system.
12. Maintain and update the Accounting Procedures Manual for this position's duties.
13. Maintain ordering of business office supplies/janitorial supplies and program supplies.
14. Assist with training of the business office staff.
15. Maintains the tidiness of the business office and other assigned areas.

16. In collaboration with the Executive Director and the Finance & Operations Director, give input/design and implement procedures and supporting systems to improve workflows, process design, and efficiency within agency programs.
17. Attend weekly team meetings and monthly agency meetings.
18. Attend training to maintain current best practices and maintain professional certifications.
19. Assist with other duties as assigned by the Executive Director or the Finance & Operations Director.

QUALIFICATIONS:

1. Required four-year degree in business management, accounting/finance, or a related field. Prefer a CPA or MBA. Must have at least 4 years of experience in accounting or finance in a fast-paced office environment.
2. Prefer experience with Sage 50 Accounting for nonprofits (but willing to train).
3. Must have a thorough understanding of Generally Accepted Accounting Principles (GAAP).
4. Prefer a person to have some knowledge and experience with nonprofit accounting and or auditing.
5. Must be proficient in advanced Excel. Must have the ability to generate Word and Excel documents, conduct internet searches, and use email effectively. Must be familiar with Windows 2011 and Microsoft 365 Business Premium or later operating systems.
6. Must be committed to Evergreen's mission and all its programs.
7. Must exercise high standards of integrity, honesty, and ethics in dealing with agency financial matters.
8. Must be able to develop systems for proofing and double-checking work for accuracy and professional presentation.
9. Must exercise initiative, be organized, meet deadlines, and be dependable.
10. Must be willing to communicate openly, appropriately, and directly when issues need to be resolved with coworkers, supervisor, etc.
11. Must have strong interpersonal skills and be able to work collaboratively with co-workers, clients, other agency programs, local businesses, other local community service providers, schools, law enforcement, probation, tribal programs, and county, state, regional and national programs and organizations.
12. Must have a strong understanding of professional boundaries with clients and exercise good judgment regarding boundaries.
13. Must treat co-workers and Evergreen clients with respect and courtesy and bring strong customer service skills to those interactions.
14. Must have reliable transportation and valid driver's license and insurance.
15. Must be eligible for coverage under the agency's auto insurance.
16. Must be free from alcohol and chemical dependency and must maintain this freedom for the full duration of your employment with the agency. If formerly chemically dependent, must have two years of freedom from alcohol and drug dependency preceding employment with the agency.
17. Must successfully pass a drug and/or alcohol test.
18. Must maintain agency, coworker, and client confidentiality and abide by the Data Privacy Act and the Health Information Portability and Accountability Act.
19. Must not be disqualified by a Minnesota DHS Applicant Background Study, a Minn. Bureau of Criminal Apprehension Criminal Background Check via the BCA website and must pass a National Sex Offender Registry check.

Physical Demands Related to Duties:

While performing duties, the employee is required to talk and hear. The employee is often required to sit and use his or her hands and fingers, to handle or feel. The employee is also required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. This employee must be able to lift 35 pounds.

COMPENSATION: \$29.26 - \$35.76 per hour DOQ, Evergreen also offers a competitive cash benefits package, generous vacation/holiday/sick time/401 (k) match, and flexible scheduling.

TO APPLY: Please visit www.evergreenyfs.org to apply on-line or download our employment application.

To be considered for the position applicants must submit cover letter, resume, and application to:
Evergreen YFS, ATTN: Human Resources Director, PO Box 662, Bemidji, MN 56619 or email
hr@evergreenyfs.org.

DEADLINE: This position will be open until it is filled.

EVERGREEN YOUTH & FAMILY SERVICES, INC. IS AN EQUAL OPPORTUNITY EMPLOYER/ADA