



## Position Description – Accountant

Ramsey County Historical Society

August 27, 2023

<b>Title:</b>	Accountant
<b>Classification:</b>	Part-Time, Non-Exempt (.5 FTE; 20 Hours/Week average)
<b>Position Summary:</b>	The Accountant works closely with the President & CEO, contract CPA, and Development Officer. Responsibilities include Accounts Receivable, Accounts Payable, Payroll (via ADP), General Ledger management, and bank account management. Will assist CPA in generating monthly reports, filing required tax and unemployment reports with appropriate agencies, and assist in annual operating and capital budget development.
<b>Reports To:</b>	President & CEO
<b>Time/Schedule:</b>	Schedule is flexible but does require at least two days per week in-office, some remote work may be possible. General office hours are 9 a.m. to 5 p.m. The Accountant's office is located in Landmark Center in Downtown Saint Paul. Occasional work at our Gibbs Farm location in Falcon Heights is also expected.
<b>Compensation:</b>	Hiring Range of \$23-\$26/hour
<b>Benefits:</b>	Paid time off, eligible for retirement plan after one year of employment, modest parking allowance (reimburse up to \$30/week for parking).
<b>Prof. Development:</b>	Staff members at RCHS are encouraged to actively pursue professional development opportunities annually. This training will be paid for by RCHS.

### Specific Responsibilities:

#### I. General Accounting (70%)

- i. Cash Management
- ii. Accounts Payable
- iii. Accounts Receivable & Billing
- iv. General Ledger
- v. Bank Reconciliation

#### II. Payroll Management (20%)

- i. Manage bi-weekly payroll using ADP.
- ii. Work with payroll vendor (ADP) to ensure quarterly tax, unemployment, and other payroll related taxes and reports are paid/submitted.
- iii. Work with payroll vendor (ADP) to ensure W2 and 1099 forms are completed accurately.

#### III. Tax, Audit, & Administrative Filings (8%)

- i. Support CPA in remitting sales tax payments.
- ii. Support CPA in completing annual tax return.

- iii. Support CPA and Auditor in completing annual audit.

#### **IV. Staff Finance Committee (2%)**

- i. Support CPA in completing monthly financial statements for review by management and board of directors.

#### **Qualifications**

Desired: Associate or Bachelor degree in Accounting with a minimum of three years of experience relevant to this position's requirements. A combination of alternative certification and experience may also be competitive for this role.

Experience should include accrual method accounting, managing journal entries, accounts payable, accounts receivable, payroll management via third party vendor (we use ADP, experience with other vendors is fine), and Quickbooks online. Should be proficient with Microsoft Office applications and have a solid understanding of GAAP.

Strong communication and organizational skills a plus, as is the ability to explain financial information clearly and concisely to knowledgeable senior staff and volunteers.

Preferred: Advanced knowledge of non-profit accounting and compliance requirements; experience working in a small office and/or a non-profit with a budget of \$1 - \$2 million.

#### **RCHS mission and values:**

##### Mission

Preserving our Past, Informing our Present, and Inspiring our Future

##### DEAI

See <https://rchs.com/about/deai-statements/> for our commitment to Diversity, Equity, Inclusion, & Accessibility.

##### Values

Authenticity: We strive for historical accuracy in all our programs and activities.

Innovation: We consciously seek new ways to educate and create unique programming.

Inspirational: We raise awareness of our past and how that informs our understanding of our present and future.

Integrity: We adhere to the highest standards as a nonprofit organization in all our operations.

Respect: We provide experiences that respect our collective heritage and the diverse cultures of our community.

RCHS provides exceptional programming and actively preserves nearly five million pieces of archival materials and artifacts, provides direct education services to 23,000 students and teachers, publishes a

nationally respected and award-winning quarterly magazine, and has a direct service reach of more than 40,000 individuals annually.

**To apply:**

Applicants should email their resume, brief cover letter, and three professional references to Chad Roberts, President ([chad@rchs.com](mailto:chad@rchs.com)). Please note that incomplete applications will not be considered.

*We strive to communicate with job-seekers within 48 hours of receiving applications and remain in contact regularly throughout the hiring process.*

Position open until filled. Preferred start date by September 30, 2023 but negotiable.