



Accounting Coordinator

About Us

Founded in 1954 and headquartered in Saint Paul, the Epilepsy Foundation of Minnesota (EFMN) serves Minnesota and portions of Eastern North Dakota.

We are a mission-driven organization working to educate, connect, and empower people about issues surrounding epilepsy and seizures. Our vision is a world in which people living with seizures realize their full potential. In order to make that vision a reality, our dedicated staff provide a wide range of programs and services for people with seizures, their families, and the wider community.

On a practical level, this can mean delivering trainings to teachers and school nurses who have a child with epilepsy in their care; facilitating support groups for adults living with epilepsy; running a summer camp for children who might not otherwise be able to attend one; offering no cost seizure first aid trainings; designing awareness campaigns to educate the general public about epilepsy and fight the stigma surrounding seizures; coordinating events to bring together people impacted by epilepsy; sharing community resources through our Information Services hotline; advocating for those living with epilepsy and so much more. Last year we touched the lives of over 170,000 constituents with our programs, events, and outreach efforts.

EFMN offers a vibrant and team-driven atmosphere with a strong commitment to our community and to our mission. For more information about EFMN, please visit our [website](#), check out our pages on [Facebook](#) and [Linked In](#), or read our [2019 Annual Report](#).

Primary Duties:

A part-time, 25-hour/week position, the Accounting Coordinator is responsible for the accounts payable process. They assist with the bi-weekly payroll, employee benefit processes, and monthly reconciliations. The Coordinator ensures the integrity of sensitive information, financial records, and internal controls.

Essential Functions:

Accounts Payable

- Manage the check run process: enter invoices and payment request into accounting system (Sage Intacct), print and mail checks.
- Maintain vendor files and correspondence.
- Monitor all invoices, check requests, etc. for authorized approval and appropriate backup documentation.
- Prepare annual 1099 forms.

Payroll

- Process bi-weekly payroll: review timesheets for supervisor approval and enter payroll changes.
- File reports and submit payments for employee benefit deductions.
- Enter all payroll-related journal entries.
- Track employee PTO balances to verify balances.

Clerical Support

- Process mail.
- Make bank deposit.
- Assist with annual audit by providing and organizing supporting documentation.
- Provide accounting support at special events.
- Maintain the integrity and confidentiality of human resources files and records.

General Ledger/Reconciliations

- Prepare recurring journal entries.
- Prepare monthly bank reconciliations.

Benefit Support

- Responsible for the administration of employee benefits including processing all employee enrollments, status changes and terminations on the benefit enrollment platform and carrier websites.
- Acts as a liaison between the organization and external benefits providers and vendors, which may include health, disability, and retirement plan providers.

Position Requirements:

- Demonstrated ability to work with a wide range of individuals of varying abilities from diverse racial, ethnic, developmental and economic backgrounds.
- Associate's degree with two years related experience or equivalent combination of education and experience.
- Proficiency in accounting software such as Intacct, Quickbooks or Sage; proficient in Microsoft Excel.

Additional Information:

Location: Twin Cities

Hourly Rate: \$23.00-25.00, DOQ

Posting Closing Date: Thursday, July 23

How to apply:

Qualified candidates should submit a cover letter and resume to Heather Besonen at hbesonen@efmn.org.