

Staff Accountant- \$58,000-\$60,000 with Benefits

Global Management Partners (GMP) a Minneapolis based, association management company is seeking a diligent Staff Accountant to join our accounting team. The Staff Accountant's responsibilities include maintaining financial records and reports, performing account reconciliations, general ledger entries, assisting with budget and month-end and year-end close processes, conducting internal audits, and maintaining account documentation. You will also be assisting the Controller and Accounting Coordinator, and Team Resource Manager as needed and respond to information requests by teams, management and external auditors.

To be successful as a Staff Accountant, you should be able to accurately maintain a general ledger and ensure compliance with Generally Accepted Accounting Principles (GAAP). An outstanding Staff Accountant should also have excellent communication, organizational, and analytical skills.

Staff Accountant Responsibilities:

- Maintaining financial reports, records, and general ledger accounts.
- Preparing journal entries, analyses, and account reconciliations and monthly close processes.
- Contributing to the development and review of annual operating budgets and performance projections.
- Maintaining documentation for all account entries.
- Performing monthly balance sheet and income statement reconciliations.
- Researching and solving problems and errors within account.
- Creating and documenting streamlined process improvements.
- Making all necessary general journal entries.
- Meeting processing and reporting deadlines.
- Responding to information requests, reviewing financial statements, and assisting with reviews and audits.
- Ensuring compliance with GAAP.
- Explain accounting principles and financial reporting to non-accounting team members.
- Assisting the Controller and the Accounting Coordinator (accounts payable/receivable) as needed.

Staff Accountant Requirements:

- Bachelor's degree in accounting or finance required.
- 3-5 years of accounting experience.
- Excellent communication skills, both written and verbal.
- Working knowledge of GAAP.
- Strong numeracy and analytical skills.
- Adept at researching and problem-solving.
- Excellent time management skills.
- Highly organized and detail-oriented.
- Ability to prioritize and respond to numerous requests for financial information and reporting from multiple companies and teams.
- Non-profit experience helpful, but not required.
- Strong general business acumen.
- Able to work independently and within a team.
- Experience in Concur, Anybill, Authorize.net, Microsoft Dynamics Great Plains, Report Designer and Report Viewer preferred.
- Working knowledge of investment accounting.
- Adept in usage of Microsoft Excel, Outlook, and DropBox.
- Experience in multiple company accounting preferred.
- A great fit with the GMP culture and values

Staff Accountant Compensation/Benefits:

- Annual starting Salary: \$58,000-\$60,000 (non-exempt position)
- Health Benefits
- 401K match
- PTO

About Us

Global Management Partners (GMP) is a full-service association management company (AMC), providing professional management services to various member organizations. GMP is a progressive organization that focuses on values and supports continuous learning at all levels. We believe that innovation, creativity and exposure to the best practices are essential in order to bring new ideas to our clients.

GMP's preferred model is to work with small to medium-sized associations. This niche allows us to provide the high level of personalized attention and outstanding customer service that we value.

GMP's Mission: To empower our clients to thrive, grow and advance their missions through long-term partnerships to reach their fullest potential.

GMP's Vision: To make a positive impact globally by sharing our expertise, skills and resources with our partners.

GMP's Core Values: Accountability, Commitment, Support, Inclusiveness, Authenticity, and Excellence.

GMP's Position Statement on Diversity: Diversity is an integral facet of the global landscape and is a critical component to the success of all professions including association management companies (AMCs). Diversity in its many dimensions including ethnicity, nationality, race, culture, religion, gender, sexual orientation, socioeconomic background, mental and physical abilities, learning styles, values, and viewpoints enriches the work we do internally and with our clients.

Visit our website at www.gmpartners.org for further information. We offer competitive salary and benefits commensurate with experience in a casual but professional work environment.

No phone calls or recruiters please.