



MISSISSIPPI PARK CONNECTION

Discover your river

The Accounting and Operations Associate is a part time position responsible for executing day-to-day accounting operations. In addition, the position will oversee general business activities including database management and event support.

PRIMARY RESPONSIBILITIES:

Accounting:

1. Maintain all accounts, general ledger, and reporting systems using Quickbooks Software, utilizing classes and jobs to track program and grant activity
2. Create journal entries and maintain balance sheet accounts reconciliation
3. Reconcile bank accounts monthly
4. Prepare and provides accurate and timely financial reporting
5. Review key data on invoices to determine the correct vendor, program, and expense type to assign and code
6. Prepare checks and act as primary liaison with vendors to ensure accurate information on invoices
7. Coordinate timesheet / submittal to external payroll processor
8. Prepare workpapers for annual audit, 990, and MN Charitable Organization annual filing
9. Prepare annual 1099s for contractors
10. Other duties as directed by the Executive Director

Operations:

1. Comply with policies for effective data management
2. Supervise and perform data entry to ensure data integrity
3. Identify and address data reporting needs and extract data when needed.
4. Provide coordination support for events / programs as needed
5. Order office supplies and equipment as needed
6. Greet visitors to National Park Service / Mississippi Park Connection office

EDUCATION / EXPERIENCE DESIRED:

- Demonstrated understanding of nonprofit accounting required
- Must be proficient in Quickbooks
- Must be proficient in Microsoft Office, particularly MS Excel
- Bachelors or Associates degree in Accounting or related field is preferred.
- Ability to work in a team and independently and enjoy a fast-paced entrepreneurial environment
- Good customer service skills with external and internal stakeholders
- Must be trustworthy, especially in confidential matters, reliable, efficient, highly detail oriented, have excellent written, oral, and verbal communication skills, be highly organized with the ability to prioritize and complete tasks within major projects to meet prescribed deadlines
- Experience with database management preferred

About Mississippi Park Connection

Mississippi Park Connection is the charitable, nonprofit partner of the Mississippi National River and Recreation Area. Our mission is to strengthen the enduring connection between people and the Mississippi River by enriching the life of the river and the lives of all who experience our national park, the Mississippi National River and Recreation Area.

We do this by:

- Raising funds in support of the park's education and stewardship programs;
- Increasing awareness of our national park and the Mississippi River;
- Providing community connection, expertise, advocacy and inspiration for the park.

www.parkconnection.org

About the Mississippi National River and Recreation Area

In 1988, a National Park was created in the Twin Cities to preserve, protect and enhance the significant values of the waters and land of the Mississippi River corridor within the Twin Cities metropolitan area. Known as the Mississippi National River and Recreation Area, the park extends for more than 70 miles along the river, running directly through the metropolitan area (the park corridor begins in Ramsey and Dayton and ends just south of Hastings). The park provides leadership, acting as a facilitator and coordinator, in promoting a common vision for river corridor management among 25 municipalities and numerous partner agencies and organizations, whose responsibilities intersect.

www.nps.gov/miss