

Position: Financial and Administrative Assistant

Department: Administration

Reports To: Operations Director

Salary: \$50,000 - \$55,000

FLSA Status: Exempt, 1.0 FTE

Organization Description:

The International Institute of Minnesota (IIM) provides comprehensive services to New Americans in our community so that they can realize their dreams and ambitions. The Institute has resettled 25,000 refugees in the Twin Cities and remains one of the largest sponsors of refugees statewide. Its immigration and citizenship services helped nearly 13,000 New Americans achieve U.S. citizenship since 2001. The Institute has experienced exponential growth in the past decade, establishing the organization as an expert in education and workforce development for immigrant and refugee communities. The New American community is growing in Minnesota, the Institute's programs continue to grow and be responsive to their needs.

Position Description:

Finance and Administrative Assistant will report to the Operations Director, assist Diverge Finance Cooperative with financial needs and administration staff with admin needs.

Duties:

Finance:

- Process accounts payable: ensure all bills are entered and paid in a timely manner
- Assist in accounts receivable (individual contributions).
- Process bi-weekly payroll: gather necessary documents and prepare journal entries.
- Maintain vendor records, including obtaining W-9s as part of vendor set-up and maintenance
- Enter individual contributions in Sage50, financial database.
- Assist Development team with donation reports and monthly reconciliation of individual contributions.

Administrative:

- Assist with IT support
- Back up the front desk as needed
- Assist with meeting preparations and coordinate schedule for meetings
- Ordering food and supplies for administration area
- Other duties as assigned.

Experience and Qualifications:

- Fully vaccinated and bivalent boosted for COVID-19
- Associates or Bachelor Accounting Degree
- 1-3 years accounting experience
- Proficient in Excel
- Knowledge of Sage Financial and NeonOne
- Experience with ADP payroll system or similar system

- Database and/or Payroll experience
- Ability to problem-solve
- Positive attitude and team player
- Strong communications, organization, and time management skills
- Impeccable record of integrity and the highest ethical standards
- Commitment to confidentiality
- Ability to be flexible and supportive of all the IIM staff
- Must pass a background and credit check

Physical Demands:

- Use of manual dexterity, tactile, visual, and audio acuity
- Use of repetitive motion, prolonged periods of standing, and sustained visual and mental applications and demands
- Occasional lifting (up to 25-40 pounds), bending, pulling, and carrying

EEO Statement:

International Institute of MN is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

To Apply:

Submit cover letter and resume to Tanya Battista, Director of Operations via email (tbattista@iimn.org).
No phone calls or walk-ins please. Position is open until filled.