

The Municipal Building Commission (MBC) invites applications for the position of:

Accountant

Salary: \$71,720.48 - \$99,128.64 annually

Closing: February 14, 2025 **Job Type:** Full Time, Non-Exempt



Description

The MBC is seeking an experienced accountant who can work independently to provide accounting and financial management services for the agency. The MBC is a public agency that is funded by the City of Minneapolis (City) and Hennepin County (County) to manage the City Hall/Courthouse.

Background Check:

MBC Background check is required. All employees must achieve and maintain the background clearance.

The Position:

This position is hybrid and will be performed both on-site at the City Hall/Courthouse, 350 South 5th street , downtown Minneapolis 55415 and remote as job duties require. The MBC accountant is responsible for the MBC's Fund Accounting section and will conduct transactions in accordance with City, County, Generally Accepted Accounting Principles (GAAP), and other applicable statues, rules, regulations, policies, and procedures. Accounting functions will be performed within the City Finance system and interface with the Hennepin County payroll and budgeting systems.

The MBC accountant is responsible for all aspects of the accounting function, including accounts payable, and receivable, procurement, developing and maintaining all MBC Accounts, Capital and Operating budgets. Closing fiscal month/year-end accounting records, preparing financial statements and reports, payroll reconciliation, and internal audit functions. The MBC accountant must be self-sufficient and be able to work supportively in a small team environment.

Knowledge, Skills and Abilities:

- Serve as the single point of contact for a variety of accounting and financial tasks, working closely with MBC staff to plan, organize, delegate, and monitor assigned accounting activities.
- Act as a technical consultant to the MBC Board, and MBC staff and customers on financial issues, providing general information and guidance.
- Coordinate, review, analyze, and monitor all budgets submitted by MBC staff, and assist in the preparation of related financial and business plans.
- Audit and analyze accounting records and statements, including budget to actual comparisons, reasonability assessment of account balances, and preparation of financial projections.
- Experience in government fiscal systems such as PeopleSoft financials (COMET), COGNOS, OpenGov, or other comparable systems.
- Working knowledge of Microsoft Outlook suite.
- Prepare financial statements, reports, and notes to financial statements on a monthly, quarterly, and annual basis, including preparation of the MBC's data for the City and County.
- Provide financial information to state auditors as requested.
- Manage the accounting for, and financial reporting of revenues, expenditures, capital assets, and related billing and reimbursement request processes.
- Review internal control and accounting practices of the department's purchasing and inventory, billing, payroll, accounts receivable, etc.
- Lead monthly MBC Finance meetings, providing current and future financial reporting for operating and capital accounts.

- Ability to be the sole source of contact for wide variety of accounting issues.
- Ability to work under pressure and meet deadlines.
- Perform special accounting projects and financial analysis as required.
- Analyze requests for bond issues, expenditure requests and carry out related accounting.

Required Qualifications:

Minimum Education

Bachelor's degree in Accounting, Business Administration, Finance, or a closely related field.

Minimum Experience

Four or more years professional level accounting experience, which has included preparing financial statements and reports, developing and monitoring budgets, general ledger, cost, or fund accounting. An equivalent combination of related education and experience may be considered.

Generous Benefits Package:

In addition to a competitive hourly rate, MBC employees receive a generous benefit package including 12 Paid holidays per year; Up to 96 hours of sick and 96 hours of vacation leave per year
Access to health insurance plans with employer contribution
Access to dental insurance and life Insurance, 100% employer paid
Access to pre-tax transportation programs
Employer paid VEBA contribution per year of Single \$1,200 and Family \$2,400
Access to pre-tax spending accounts for medical, dependent care and retirement expenses
The MBC participates in the Public Employees Retirement Association (PERA),
Both employer and employee contribute a percentage to fund retirement pension

MBC Core Values: The MBC promotes a supportive work environment through our commitment to employee- developed core values: Integrity; Communication; Respect; Teamwork; Be a role model.

Probationary Period:

This position will be required to serve a six (6) month probationary period.

Selection Process:

The examination/selection process for this position may consist of a rating of training and experience, and a verbal or written exam. Since the examination selection process may consist of a rating of training and experience, it is to your advantage to be as complete and thorough on your application form and other support documentation/materials as is possible.

How to Apply:

Interested applicants should complete and submit the MBC employment application. Please submit a resume with your application. The MBC Employment application can be found here:

<http://municipalbuildingcommission.org/building-management/job-and-contracting-opportunities>