



## Neighborhood Development Center

BUILDING NEIGHBORHOOD ECONOMIES FROM WITHIN

663 University Avenue • Suite 200  
St. Paul, MN 55104  
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www.ndc-mn.org



**Position Title:** Staff Accountant  
**Department:** Accounting  
**Reports to:** Chief Financial officer  
**Location:** 663 University Ave W, Suite 200, Saint Paul, MN 55104  
**Salary:** \$40,000 - \$45,000  
**Closing Date:** September 6, 2021  
**Job Type:** Full time, M-F

### ORGANIZATIONAL PURPOSE AND STRUCTURE

Neighborhood Development Center (NDC) is a non-profit organization that offers training, lending and technical assistance to inner-city entrepreneurs in Saint Paul and Minneapolis. NDC's mission is to improve neighborhood economies by developing the talents of micro-entrepreneurs within their own communities. NDC has trained more than 6,000 people to date (80% of whom are people of color.) We currently have nearly 650 alumni in business.

NDC places strong emphasis on accountability, adaptability and commitment to working closely with clients to help overcome obstacles and barriers. NDC's work relies upon collaboration and strong personal relationships. These values drive our policies, programs and personnel.

NDC is a small, friendly, busy office with a fast-paced work environment. Employees must be innovative, entrepreneurial and be willing to tackle a wide variety of tasks. Successful employees will have a passion for social justice and an eagerness to engage in the communities where we work.

#### **Primary Duties and Responsibilities:**

The Staff Accountant supports the Accounting Department in financial management of the organization through financial reporting, system maintenance, recordkeeping, internal control and other accounting services.

#### **The staff accounting will:**

- Perform a variety of standard accounting functions including payables/receivables and the preparation of financial reports
- Prepare monthly, quarterly financial reports.
- Ensure proper documentation and retention of accounting records
- Plan, prepare for and support the annual audit engagement.
- Process year end closing, consolidations and reporting as required by management.
- Perform special reports, projects and analysis as requested by management.

#### **Experience and Qualification Requirements:**

Qualified candidates must have 1-2 years accounting experience, have a strong work ethic, be dependable, reliable & responsible with acute attention to detail, be a quick learner and a good team player. Experience with QuickBooks accounting system is preferable. Experience and passion working in BIPOC communities.

#### **How to Apply:**

To apply, please send cover letter and resume to [HR@ndc-mn.org](mailto:HR@ndc-mn.org)