**Accounting Assistant**

**City**

Wabasha

**State**

Minnesota

**Telecommute**

No

**Department**

Finance

**Position description**

The Southeastern Minnesota Multi-County Housing & Redevelopment Authority (SEMMCHRA) has a full-time Accounting Assistant position available. This position provides bookkeeping and clerical services including AR/AP, general ledger entries, performing account reconciliations, creating and maintaining spreadsheets, and assisting the Accountant in the operations of the department. Candidate must have strong problem-solving skills, ability to prioritize and organize workload, have high regard to attention to detail, and strong data entry skills.

**Qualifications**

Minimum Education:

* Associates Degree in Accounting,
* 2 years of relevant experience may be substituted for education requirements.

Additional Requirements include:

* Must be able to pass a background check.
* Ability to communicate effectively orally and in writing.
* Ability to prioritize and organize workload.
* Must have the ability to understand and interact with the agency’s computerized accounting system. This includes problem solving skills and implementing new methods to accomplish processing needs.
* Proficiency with spreadsheets is necessary. Individual will be responsible for creating and maintaining various types of spreadsheets, as they are used to monitor and evaluate expenditures and their analysis is the basis for decision making

**Exemption status**

Non-Exempt

**Compensation Detail**

Education, experience and tenure may be considered along with internal equity when job offers are extended.

**Benefits eligible**

Yes

**Schedule Details**

Full Time

Monday – Thursday 7:00 – 4:30, Friday 7:00 - 11

80 Hours/Pay Period

**Weekend schedule**

Not Applicable

**Site description**

Here in Wabasha, we believe that our quality of life is something to “shout about”. Our historic river town is cradled between the Mississippi River and the majestic bluffs of scenic southeastern Minnesota. Adjacent to the Upper Mississippi River national Wildlife Refuge, Wabasha provides a panoramic view of nature at its best and an astonishing array of birds and wildlife. Thousands of tundra swans and Canada geese can be seen during migrations and the majestic bald eagle visits the area in multitude each season. While small in population, Wabasha offers big city amenities. 18-hole scenic golf course; Coffee Mill downhill ski and snowboard resort; Outdoor municipal swimming pool; National Eagle Center & observation deck; two marinas on the Mississippi River; Three Fitness Centers; St. Elizabeth’s Hospital

**Category**

Finance

**Recruiter**

Maggie Gallagher

**Equal opportunity employer**

SEMMCHRA is an equal opportunity educator and employer (including veterans and persons with disabilities).

**APPLY ONLINE:**

Internal or external candidates will be considered for an interview and must complete online application(s) at:

[**http://www.semmchra.org/about-us/employment-opportunities/**](http://www.semmchra.org/about-us/employment-opportunities/)