



## **Emerging Prairie Accounts Receivable Accounts Payable Specialist**

Full-Time: 40 hours per week

Salary: \$40,000

### **Job Summary**

Emerging Prairie is looking for an Accounts Receivable Accounts Payable Specialist who will work with the Accounting Manager to track the organization's assets, liabilities, profit and loss, tax liabilities, and other related financial activities.

**To apply:** Candidates may submit a cover letter and resume to [haley@emergingprairie.com](mailto:haley@emergingprairie.com)

### **Key Areas of Responsibility**

- Perform general accounting and other related duties in the accounting department
- Assist with the preparation of periodic (monthly) balance sheets, income statements, and profit and loss statements
- Assist with maintaining the general ledger
- Enter invoices, set up new accounts, and reconcile accounts
- Reconcile bank accounts at least monthly, verify deposits, and address inquiries from banks
- Reconcile customer accounts
- Work with accounting manager on accounts receivable collections
- Verify payment of invoices associated with a accounts payable and ensure payments are charged to the appropriate accounts
- Provide outside auditors with assistance: gather necessary account information and documents to perform annual audit
- Work with an outside CPA firm, accounting manager to gather files required for tax forms with federal, state, and local government agencies
- As appropriate, coordinate with software vendor to maintain accounting software system, recommend updates to enhance the accounting software
- Perform other related duties, as assigned

### **Required Skills/Abilities**

- General knowledge of general financial accounting
- Understanding of and ability to adhere to generally accepted accounting principles
- Highly proficient with accounting software, experience with NetSuite desired
- Excellent organizational skills and attention to detail
- Excellent written and verbal communication skills
- Proficient in Microsoft Office Suite or similar software

## **Education and Experience**

- Associates or Bachelor's degree in accounting
- One to three years of accounting or bookkeeping experience desired

**Physical demands:** These physical requirements must be met with or without accommodation.

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds regularly and up to 50 pounds occasionally.
- Ability to continuously stand or walk during events and meetings.
- Ability to bend, squat, climb stairs and lift occasionally.

## **Work environment:**

- Noise level in a regular work environment is frequently loud.
- Ability to work outside normal business hours and travel on occasion.
- May occasionally work outdoors and in environments with temperatures above 100 degrees and below 32 degrees.
- May occasionally walk on slippery or uneven surfaces.
- May occasionally climb ladders and work off elevated surfaces.

## **Benefits and Culture:**

- Flexible work environment that allows the employee to work from varied environments and locations.
- 401K with employer match
- 80% coverage of employee health insurance premiums for FTE employees (Does not include vision or dental)
- STD/LTD and Life Insurance employer provided
- Additional voluntary benefits offered through PRO Resources
- 10 paid holidays (Including your birthday!)
- 128 hours PTO in the first year of employment

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## **About Emerging Prairie**

Emerging Prairie (EP) is an organization that believes in and nurtures the potential of our community and its leaders. We have made it our mission to energize communities through innovative initiatives, programming, and events that move the needle and ignite economic growth for our region. Some of our initiatives include operating a co-working space (The Prairie Den), launching the first code school in North Dakota (Emerging Digital Academy) and steering the momentum on the Grand Farm Initiative.

Recognition of our community's potential, development of an environment for social connectivity, and the act of highlighting the risk takers and change-makers is vitally important, as these are the key accelerators of growth and development. Emerging Prairie was founded in 2013 by a group of Fargo entrepreneurs who wanted to make a difference in the community they call home.

**Mission statement:** To energize communities.

**Vision:** The relentless pursuit to improve the human condition both locally and beyond.

Emerging Prairie is proud to be an equal opportunity provider.

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