



TREEHOUSE

ENDING HOPELESSNESS AMONG TEENS

ACCOUNTING LEAD

DEPARTMENT: Finance (Operations)

REPORTS TO: Vice President of Finance

LOCATION: Program Training Center / PTC – Saint Louis Park, MN

STATUS: Full-time

CLASSIFICATION: Exempt

WORK HOURS: Monday – Friday (8:30 a.m. – 5 p.m.) Flexible hybrid work schedule with the option to work up to two days from home and a minimum of three days in the office. Must have flexibility to attend company events and activities.

BENEFITS: Competitive benefit package and professional development

SALARY RANGE: \$65,000 - \$75,000

ABOUT TREEHOUSE

TreeHouse is on a mission to end hopelessness among teens. Through safe, grace-based environments and one-to-one mentoring, teens build resiliency, form healthy relationships, establish positive coping skills, and actively plan for their futures. Transformation happens from the inside out as teens come to believe they are lovable, capable, and worthwhile. Our vision is for every teen to be rooted in the living hope of Jesus—unleashing untold potential in themselves and their communities.

TreeHouse culture includes a strong commitment to intercultural ministry, and staff are grounded in the core values of GRACE (Growth, Relationships, Authenticity, Community, Empowerment). Both determine how we build healthy relationships with diverse populations of teens, alumni, donors, colleagues, volunteers, network sites, and the general public. TreeHouse is growing to lead the nation as a training and equipping organization in the area of mental health informed youth ministry.

TreeHouse values diversity in the workplace, we take pride in hiring a variety of candidates.

GENERAL TREEHOUSE STAFF REQUIREMENT

By God's grace, TreeHouse staff live out Christian faith and values in ways that are consistent with the teachings of Scripture, and by participating in a fellowship of believers for spiritual enrichment, encouragement, support, and accountability.

JOB SUMMARY

The Accounting Lead will be responsible for managing multiple accounting duties in a full accrual, fund-based accounting environment. Main priorities will be reconciling general ledger accounts, recording journal entries, preparing month-end reporting and financial statements, and performing annual

budgeting. The ideal candidate must know how to read and prepare financial statements, analyzing financial data, and possesses technology savviness and understanding of systems and processes to create reports and dashboards in Sales Force.

ESSENTIAL JOB FUNCTIONS

- Responsible for processing and recording donations received from daily mail, EFTs, direct-deposits, and other fundraising and community events
- Perform weekly bank reconciliations, process the bi-weekly transaction mapping of payroll from StrongPay (HR System) to Accounting Seed (Accounting System) and perform the quarterly payroll reconciliations
- Perform month-end processes in Accounting Seed/Salesforce through reconciling and balancing general ledger accounts, bank statements and credit card statements, endowment account, restricted/unrestricted fund accounts, and net asset accounts and production of financial statements for management
- Perform financial analysis, KPIs and dashboards as requested
- Assist in preparation of events (handling permits, etc.) and staffing
- Assist in preparing the annual budget for accuracy and completeness
- Assist with preparing the annual audit, completing the form 990, processing compliance reporting of financial records, and review of internal controls
- Perform other duties and responsibilities as assigned by VP of Finance

QUALIFICATIONS

- Mature faith in Jesus Christ which is compatible with the TreeHouse statement of faith and philosophy of ministry
- Bachelor degree or higher in Accounting or Finance
- Minimum of three years of experience in month-end accounting cycles and processes
- Minimum of one year of working at a non-profit organization
- Must have good understanding of GAAP Accounting
- Above-average in software skills in Microsoft Office products (Excel, Word) and Google Suite (Google Docs & Google Drive)
- Strong analytical problem-solving and technology aptitude with creative solutions, ability to organize work with large amounts of information sufficiently, manage multiple projects and deadlines simultaneously with strong attention to detail
- Ability to work as a team and as an individual contributor
- Ability to handle confidential and sensitive matters
- Ability to effectively and professionally communicate, both in writing and verbally, with sound judgement and confidentiality and work with individuals at all levels of the organization while providing excellent customer service
- Desire to continue learning and improving skill sets with willingness to be flexible and adaptable to change
- Open to potential leadership role in the future

PREFERRED

- Knowledge of Sales Force, Accounting Seed and Strong Pay

COMPENSATION

- This full time, salaried position pays between \$65,000 and \$75,000 annually depending on experience and qualifications. TreeHouse's comprehensive benefits package for full-time

employees includes; medical, dental, vision, life insurance, short-term and long-term disability, retirement plan, paid time off and employee assistance program.

If you are interested in applying for this position, please visit; www.TreeHouseHope.org/careers
Position is open until filled.