



Accounting Specialist Hybrid Position

Mission and Vision: The mission of Wallin Education Partners is to ensure college and career success for high potential students from low-income backgrounds, and through our efforts help build diverse, equitable, and vibrant communities. We do this through a comprehensive model of financial aid and holistic support, and collaboration with our business, education, community, and philanthropic partners. We envision a future where all students have full access to college and career success, where every scholar can reach their full potential, and where our program helps build a more equitable society.

Organization: Wallin Education Partners is a proven college completion program that includes financial aid and comprehensive support for students from low-income backgrounds. Wallin's model of financial aid and comprehensive individual advising accelerates economic mobility and fundamentally increases the odds of graduation and employment for underrepresented students. Since 1992, Wallin Education Partners has helped increase access to college and degree completion for students by partnering with high schools, donors, community organizations, and civic leaders to support more than 6,000 students on their college and career journeys.

Position Description: We are looking for an entry level Accounting Specialist to support Wallin's financial processes in compliance with financial policies and procedures. This includes but is not limited to processing and keeping records of scholarship disbursements and daily accounts payable and receivable activity. The Accounting Specialist is an integral member of the finance and operations team, providing professional customer service to the internal and external users of Wallin's financial systems.

Primary Responsibilities:

Scholarship Disbursement (25%)

- Work closely with the finance team to accurately code and process scholarship funds on behalf of Wallin Scholars.
- Issue rosters and other documentation to college partners in support of scholarship disbursements.
- Assist in reconciliation of scholarship banks each semester, including tracking of refunds.

Accounts Payable and Other Expenditures (25%)

- Timely and accurate process invoices and associated documentation.
- Properly code and sync accounts payable invoices to general ledger accounts in accounting and bill pay systems for approval and payment.
- Respond to vendor inquiries, exception resolution, and completion of tax-exempt paperwork.
- Set-up vendors and accurately prepare and send/file 1099 forms.
- Process expense reports, including credit card and personal expense reimbursement, ensuring proper approvals and general ledger coding.
- Record automatic payments.
- Import payroll journal entry and calculate and enter accrued payroll.

Accounts Receivable (25%)

- Properly code and record contributions, pledges, and other receipts, including ACH contributions and credit card payments, verifying accounts receivable balances and ensuring proper record keeping and documentation.
- Issue and record invoices for pledges, including follow-up with the Wallin development team as needed.
- Reconcile cash receipt activity with Wallin development team on a regular basis.

Month-end Processes (25%)

- Prepare monthly journal entries and general ledger account reconciliations, as assigned. This includes prepaid expenses and fixed asset and depreciation schedules.
- Reconcile all bank and investment accounts.
- Ensure compliance with internal accounting policies and procedures.
- Provide support for other finance and operations team members as needed.

Minimum Qualifications and Experience:

- Minimum of associate degree in accounting or business administration or two years of related experience.
- Experience with accounting software, Microsoft Office applications, and databases.
- Effective interpersonal, collaboration, and relationship-building skills to effectively work with a diverse group/variety of people and personalities, including developing relationships with vendors, staff, scholars, and donors.
- Highly organized, detail-oriented, and self-motivated individual. Thrives in an environment that requires self-direction and maintaining transparency and trust.
- Demonstrated clerical and mathematical aptitude, and the ability to complete work with a high degree of accuracy and meeting deadlines.
- Ability to utilize office software (i.e., Word, Excel, Outlook, PowerPoint) and web-based applications (i.e., Teams, SharePoint) to meet the needs of co-workers and the other constituents.

Preferred Qualifications and Experience:

- Knowledge of generally accepted accounting principles (GAAP) and nonprofit accounting experience preferred.
- Experience with Quickbooks Online, Bill.com, and Divvy a plus.

Beyond the basic qualifications, candidates must demonstrate a commitment to Wallin Education Partner's mission and values—and a commitment to diversity, equity, and inclusion through learning, training, and dialog on an ongoing basis.

Compensation: \$23 - \$28/hour

Wallin Education Partners offers employees a generous benefit package including group health insurance, dental insurance, life and long- and short-term disability insurance, educational benefits, and a 401K plan.

Additional Info: For further information on Wallin, please visit www.wallinpartners.org. Wallin employees are currently working in a hybrid work environment.

How to Apply: To apply, please submit a cover letter and resume to Caitlin Cardinal, Operations Manager at hr@wallinpartners.org; or mail to Wallin Education Partners, 451 Lexington Parkway North, Suite 100, Saint Paul, MN 55104.

Wallin Education Partners is an Equal Opportunity Employer and is committed to providing a work environment that is free from harassment and discrimination. Wallin Education Partners provides equal opportunity to all applicants for employment in accordance with all applicable federal, state, and local laws and will not refuse to hire any qualified individual, or otherwise discriminate against any individual by reason of an individual's race (including hair texture and hairstyles), color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, (or related medical conditions, including, but not limited to lactation), physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/ AIDS related), genetic information, or sexual orientation, or any other characteristic protected by law.