



Job Opening

POSITION:	Business Advisor
CLASSIFICATION:	Regular, Full-time (40 hours/week), Non-Exempt/Hourly
LOCATION:	1007 West Broadway Ave, Minneapolis, MN 55411
CLOSING DATE:	May 30, 2017
WEBSITE:	http://neon-mn.org

ORGANIZATION SUMMARY:

The 'Northside Economic Opportunity Network' (NEON) promotes economic equity by identifying business ownership as a path toward income generation and long-term asset building. For the next three years NEON will increase work to start, support, sustain, and expand the number of culturally diverse businesses owned and operated in North Minneapolis.

JOB SUMMARY:

The purpose of this position is to further our mission and develop small businesses in the communities NEON serves. The Business Advisor – Financial Management is accountable for working with NEON clients to design, develop and conduct trainings, offer business technical assistance, case management services.

JOB RESPONSIBILITIES

- Provide accounting services and financial consulting to NEON clients primarily in the Twin Cities Metro Area.
- Work with a variety of micro entrepreneurs and offer a broad range of accounting and finance services from full-service accounting with ongoing assignments, to short-term projects, and regulatory report preparation.
- Business Advisor – Financial Management will also have the opportunity to work in collaboration with the team's leadership in development of services quality controls and internal review processes.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Bachelor's degree. Bachelor's degree in Accounting, Business, or Financial Management preferred
- Experience in accounting and/or financial management
- Strong knowledge of GAAP accounting principles o Experience and proficiency with a variety of desktop and online accounting and finance software (i.e. Quickbooks)
- Preference in financial Reporting and/or other IRS tax preparation
- Preference in experience in accounting and financial process design and development

Skills, Knowledge and Abilities:

- Excellence managing engagements and multi-tasking
- Clear ability to listen, develop plans, and effectively communicate assistance to clients
- Commitment to quality customer service
- Strong knowledge of GAAP principles, best practices and federal and state /regulatory reporting requirements
- Experience training and/or consulting
- Strong verbal communicator and ability to simplify complex accounting principles
- Ability to analyze financial data, prepare GAAP formatted financial reports, budget and forecast
- Experience engaging with broader community
- Action-oriented, organized, self-starter with proven time management skills
- Ability to work effectively independently, in a team environment, and in collaboration with diverse groups

NEON is an Equal Opportunity Employer and will not discriminate against any person on the basis of race, religion, national origin or sex in violation of Title VII. NEON prohibits discrimination against employees, applicants for employment on the basis of age, race/color, disability, marital status, national origin, religion, sex, gender identity, sexual orientation, familial status, genetic information or veteran's status.

Our organization has a partnership with Metropolitan Alliance of Connected Communities (MACC) to provide administrative services including management of the recruiting process. If you apply for this position, you may see references to MACC in some online materials. You may also be contacted by an MACC employee to conduct or schedule an interview.

Organization website: <http://neon-mn.org>

Apply Online: https://rew11.ultipro.com/MAC1006/JobBoard/JobDetails.aspx?_ID=*CE8804342D39B11B