

## Temporary Finance Assistant Opening

Are you someone with a keen eye for detail and auditing experience?  
This might be the opportunity for you!

Central Minnesota Council on Aging is looking for a skilled Finance Assistant to join our team as a temporary employee for approximately 360 hours starting in June. As a Finance Assistant, you will play a key role in our non-profit organization, helping us to reconcile federal Older Americans Act grants that support older adults and family caregivers. This position offers flexibility, with approximately 24-32 hours per week. If you have the skills we are looking for, we want to hear from you.

### **Key Responsibilities**

- Assist with grant reconciliations for federal Older Americans Act grants
- Ensure compliance with grant requirements and regulations
- Collaborate with grant management and finance team members
- A report to the grantee summarizing reconciliation results

### **Qualifications**

- Associate degree in finance, accounting, or related field
- Previous experience in finance
- Familiarity with non-profit grant management preferred
- Knowledge of QuickBooks
- Strong attention to detail and analytical skills
- Excellent communication skills and teamwork ability

### **Location**

This position is in our Sartell, MN office, with a flexible schedule within the Monday - Friday, 8:00 am - 4:30 pm work week.

**Pay Range:** \$24.00 - \$26.00 per hour

**Send resume and cover letter to:** Lori Vrolson, Central Minnesota Council on Aging, 250 Riverside Avenue, N, Suite 300, Sartell, MN 56377 or [lori@cmcoa.org](mailto:lori@cmcoa.org)

**We are an Equal Opportunity Employer M/F/D/V/SO**