



Job Description

Job Title: Accountant

Reports to: Chief Financial Officer

Exempt status: Exempt

Revision Date: February 2026

Position Purpose:

The Accountant serves as an integral part of the finance team, working to ensure the highest levels of quality, efficiency and productivity of financial functions are achieved. The Accountant is responsible for recording daily accounting transactions, including vendor invoices and daily deposits, reconciling general ledger accounts and managing financial reporting.

Key Responsibilities:

- Record daily accounting transactions, including vendor invoices, daily deposits and banking activity.
- Monitor daily banking and credit card activity imported into QuickBooks and prepare monthly reconciliations.
- Reconcile eCommerce platform activity imported into QuickBooks monthly.
- Process payroll bi-weekly and record in QuickBooks.
- Maintain personnel and payroll records. Coordinate with Human Resources Consultant as necessary on human resource activities.
- Provide information and support to internal departments and external customers, as requested.
- Recommend, establish, and maintain policies and procedures as circumstances change or become necessary.
- Maintain financial records and recordkeeping systems to ensure compliance with federal and state regulations, grantor requirements, and generally accepted accounting practices for nonprofits.
- Develop interactive dashboards and analytical tools for teams across development, programs, retail, and operations.
- Assist with tax compliance matters, including sales tax filing, 1099 and W-2 generation. Reconcile accounts on a monthly and annual basis. Work with outside service providers, as needed.
- Prepare, analyze and present standard financial reports (income statements and balance sheets) and custom board management reports and organization scorecards in an accurate and timely manner.
- Produce financial reports for foundation and other funder grants; maintain financial reporting calendar due dates and submissions, including all required financial deliverables as stated per grant awards and contracts.
- Assist with annual financial statement audit.
- Performs other duties as assigned.

Required Skills and Characteristics:

- Advanced degree or equivalent. CPA preferred but not required
- Minimum of 3 years of accounting experience with experience with Quickbooks Online or another accounting software package
- Ability to analyze financial and operational data, prepare financial reports, statements, profitability analyses, and grant financial reports.



- Excellent communication skills, both verbal and written.
- Strong organizational skills with constant attention to detail and accuracy.
- Knowledge of QuickBooks Online and Microsoft and Google applications.
- Proficiency in Microsoft Excel including pivot tables, advanced formulas, and charts.
- Ability to utilize complete discretion while handling confidential and sensitive information.

Preferred Skills

- Experience with online marketplaces (Amazon, eBay, Etsy, Shopify, GoFundMe Pro) and credit card processors (ShopPay, PayPal).
- General understanding of CRM solutions, knowledge of Salesforce.
- A strong passion for the Little Free Library mission.
- Prior experience with nonprofit and grant and/or fund reporting.

Additional Details:

- This position is based in a standard office setting with typical working conditions, including sitting for extended periods and using a computer and other office equipment.
- Position is located at 2327 Wycliff St., Suite 220, St. Paul, MN 55114.
- Several duties require in-office work.
- There is the opportunity for remote work with a hybrid work situation.

Little Free Library is an equal opportunity employer.

Acknowledgement

This job description is not meant to be all-inclusive. It defines the critical job responsibilities and requirements only, which may change at any time, with or without notice due to organization needs, regulatory requirements or other factors.

Employee Signature: _____ Date: _____

Manager / Supervisor Signature: _____ Date: _____