

Mid-Minnesota Development Commission

Finance Assistant

Job Title: Finance Assistant

FLSA Status: Non-Exempt

Wage Range: \$25.20 - \$32.86 (Jan. 2026)

Work Hours: Part-Time (approx. 15-18 hrs./wk.)

Reports To: Finance Director

Position Grade: 6

Position Description - Overview:

Reporting directly to MMDC's Finance Director, the Finance Assistant performs various general accounting activities in support of MMDC operations. This work includes but is not limited to:

- Payroll system operations and maintenance
- Accounts payable
- Financial statement preparation
- Preparation of payment requests and grant/contract reports
- Set-up and maintenance of revolving loan fund accounts
- Data entry
- Reporting
- Supply/equipment ordering
- Special finance and office-related projects, as assigned

MMDC's Finance Assistant must be able to adhere to Generally Accepted Accounting practices and enjoy working in a small, entrepreneurial environment that is results-driven and community-oriented. The ideal individual will have the ability to exercise good judgement in a variety of situations, have a good sense of when to seek guidance from the Finance Director, possess strong written and verbal communication skills, and have the fortitude to manage an often-varied workload while meeting tight deadlines.

Specific Responsibilities:

Under the supervision and guidance of the MMDC Finance Director:

1. Assists the Finance Director to calculate, analyze and complete the annual Balance Sheet, Statement of Revenues and Expenditures, Supplementary Information, and other materials necessary for audit reviews.
2. Assists with the preparation of monthly, quarterly, and semi-annual reports, as well as requests for payments.
3. Verifies and prepares all tax-related documentation for MMDC and contracted agencies, including form 990EZ for fiscal agent projects. Common forms include 1096, 1099, W-2, W-4 and W-3 transmittal forms.
4. Updates MMDC's inventory list for purchases and disposals.

5. Reviews staff timesheets for mathematical calculations and proper documentation of leave balances. Then enters all timesheet and payroll data for direct deposit.
6. Records and codes incoming receipts and prepares bank deposits. Prepares and transfers funds from savings accounts to checking accounts to cover expenditures.
7. Prepares payroll and recurring general journal entries and correction entries, as required.
8. Reviews disbursements for corrections, codes and checks vouchers, inputs and processes invoices to final checks.
9. Prepares and adjusts journal entries and assists with month-end process.
10. Assists with the development and continuous improvement of policies and procedures, particularly those related to MMDC's finances and employee benefits.
11. Assists with special finance- or employee benefit-related projects.
12. Assists with the organization and distribution of information to MMDC's Commissioners and assists with Commission and Committee meetings organization and facilitation.
13. Assist to ensure compliance with all applicable laws (e.g. open meeting-related laws, labor laws) governing the activities of the MMDC.
14. Performs other duties as assigned.

Knowledge, Skills, and Abilities:

1. Ability to plan, organize and perform general financial and accounting activities.
2. General knowledge of government accounting, internal accounting controls, and financial analysis of revenues and expenditures.
3. Ability to learn the organization and operation of MMDC programs and develop a working knowledge of applicable Minnesota Statutes.
4. Comfortable researching and ensuring compliance with regulations, policies, and procedures that apply to government accounting and finance.
5. General knowledge of modern office practices and procedures.
6. Strong written and verbal communication skills, including the ability to explain budget and other financial information clearly to MMDC staff, Commissioners, and others who may lack a finance or accounting background.
7. An adaptable and highly-resourceful team-player who is also internally driven to be extremely effective while working independently.
8. Ability to establish and maintain effective and professional working relationships.
9. Comfortable working with technology-based applications (e.g., Microsoft Excel, Word, Outlook) and databases.

10. Highly organized, detail oriented, and trustworthy, with the ability to handle confidential/sensitive information with discretion and demonstrate the highest level of service and response to both internal and external customers.
11. Proactive problem-solver with strong decision-making capability and the ability to prioritize projects when there are competing work demands.
12. Able to meet deadlines and comfortable communicating any need of assistance to do so.
13. Forward-thinker, who actively seeks opportunities and proposes solutions that improve efficiency, effectiveness, financial security, and organizational resilience.
14. Life-long learner, driven to achieve continuous improvement.

Minimum Qualifications:

Highschool diploma or GED required. A two-year accounting or business-related degree, or equivalent on-the-job accounting or finance experience (e.g., bookkeeping experience) is preferred. Second-year accounting or business students will also be considered.

Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. However, reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

MMDC's Finance Assistant will primarily participate in office-based work at our location on the MinnWest Technology Campus in Willmar. Frequent sitting or occasional standing may occur for extended periods of time. Occasionally uses a vehicle to travel within and, very occasionally, outside of service area for meetings, training, and other events (typically within the State of MN). Will use near, distance, and color vision, sense of touch/fine motor skills, and hearing to perform computer and other job tasks. Will use fine and large motor movements at times. The MMDC Finance Assistant must regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 30 pounds.

In addition to office-based work, some home-based work will be supported, when practical and contingent upon productivity. Selected candidate must be able to perform reliably in both independent and team settings.

Benefits Package

Employee benefits include pre-tax flexible spending account, PERA retirement benefit, pro-rated holiday pay, vacation time, sick and safe leave, partial reimbursement for mobile phone use (up to \$50 monthly). Additional voluntary benefits available. MMDC employees also enjoy flexible scheduling, contingent upon productivity, and a family-friendly environment. All MMDC staff also have access to the various amenities of the MinnWest Technology Campus,

which include a fitness center, swimming pool, and gymnasium. A cafeteria/restaurant and childcare facility can also be found on the campus (employee responsible for all associated costs).

Other

The MMDC is an “at-will” employer. This means that either the MMDC or the employee has the right to terminate the employment relationship at any time.

This job description does not constitute a written or implied contract for employment.

The MMDC is an equal opportunity and veteran-friendly employer. People from all walks of life are encouraged to apply.