Minnesota Realtors®
11100 Bren Road W, Minnetonka, MN 55343 952.935.8313 | 800.862.6097 www.mnrealtor.com

JOB DESCRIPTION

Job Title: Accounting Specialist

Date Prepared: June 30, 2026

Department: Finance

Reports to: Chief Finance & Operations Officer

MNR Organizational Overview

Minnesota Realtors® is a non-profit organization dedicated to helping the state's real estate professionals thrive and grow their businesses. Founded in 1919, Minnesota Realtors® is one of the oldest professional associations in the state.

By uniting and empowering Realtors®, we help build a more prosperous industry and higher quality of life for everyone who calls Minnesota home. We proudly serve 21,000+ Members through:

- Advocate for laws that support our industry, and help more Minnesotans find homes
- Offer legal support, and facilitate ethics hearings and arbitrations
- Providing continuing education for professional development
- Strengthen, uphold, and teach the Realtor Code of Ethics
- Host Events and Networking Opportunities.

ASSOCIATE LEGAL COUNSEL/DIRECTOR OF PROFESSIONAL STANDARDS

The Accounting Specialist is a full-time hybrid role based in Minnetonka, MN, with the ability to work from home part of the time. The Accounting Specialist is responsible for performing day-to-day accounting operations, with an emphasis on accuracy, compliance, and member-focused financial support. This role supports the Finance function of a member focused professional trade association by maintaining financial records, processing transactions related to membership dues, events, and programs, assisting with financial reporting, payroll and ensuring adherence to non-profit accounting standards. The Accounting Specialist collaborates across departments to support organizational goals and provide timely, accurate financial information.

RESPONSIBILITIES INCLUDE (BUT NOT LIMITED TO):

Essential Duties and Responsibilities:

- Process accounts payables and accounts receivable, including vendor invoices, reimbursements, and member dues recognition.
- Manage expense reporting process (internal employees and external volunteers)

- Process/ Manage payroll process including staff allocations are in compliance with audit & legal standards
- HRIS administrator
- Employee Benefits monthly bill reconciliation
- Prepare and post journal entries; maintain the general ledger in accordance with GAAP and non-profit accounting standards
- Perform monthly bank, credit card, and balance sheet reconciliations
- Assist with month-end and year-end close activities, including schedules and supporting documentation
- Support preparation of financial statements, audit materials, and annual tax filings.
- Collaborate with internal departments to ensure accurate financial coding and timely processing of transactions.
- Maintain organized financial records and documentation in accordance with record retention policies
- Support internal controls and assist with process improvements to enhance efficiency and accuracy
- Provide financial support and information to staff and volunteer leaders as needed
- Assist with special projects and additional accounting duties as assigned

QUALIFICATIONS:

- Associate's or Bachelor's degree in Accounting, Finance, or a related field or Equivalent Experience
- Minimum of 3 years of accounting experience; experience in a non-profit or trade association environment a plus
- Experience with payroll processing, accounts payable, accounts receivable, and general ledger functions

SKILLS AND COMPETENCIES:

- Knowledge of GAAP and a working understanding of non-profit accounting principles
- Strong attention to detail and high degree of accuracy
- Proficiency w/ accounting systems & Microsoft Excel. Experience with Business Central a plus
- Ability to manage multiple priorities and meet deadlines
- Effective written and verbal communication skills
- Ability to work independently and prioritize while also contributing as part of a team
- Commitment to confidentiality, integrity, and ethical financial practices
- Commitment to working in a collaborative team environment with cross-departmental, Member & Volunteer Leader interactions
- Commitment to professionalism, service excellence, and continuous improvement

PAY TRANSPARENCY:

Minnesota Realtors® Association's pay scale is based on the expected range of base pay for this job Employee pay within this range will be based on a combination of factors including knowledge, skills, abilities, experience, education, and performance.

COMPENSATION RANGE:

$48,500.00 - $68,200.00