



Latino Economic Development Center

Centro para el Desarrollo Económico Latino

Senior Accountant

Advance economic opportunity for Latino entrepreneurs throughout Minnesota.

Join the Latino Economic Development Center as a Senior Accountant, where you'll be the financial backbone of a mission-fueled organization managing grant portfolios, ensuring GAAP compliance, and partnering with leadership to drive economic opportunity for Latino communities in Minnesota and beyond. This is more than an accounting role, it's a chance to lead, mentor, and make a measurable impact every single day.

Job Description

Organization:

The Latino Economic Development Center (LEDC) is a nonprofit Community Development Financial Institution (CDFI) that serves all of Minnesota and whose mission is to transform our community by creating economic opportunities for Latinos/as/e. Since 2003, LEDC has worked with aspiring entrepreneurs and existing small businesses to offer technical assistance, business development strategies, and access to affordable capital for equipment, working capital, and/or land/building acquisition or rehabilitation needs. Our vision is a thriving multicultural community enriched with Latino leadership, culture, and economic influence. With over 370,000 Latinos in MN representing 6% of the population it is imperative to have a presence in the region.

Position: Senior Accountant

Reports to: Executive Director

Employment Classification: Full-time, Exempt

Location: Saint Paul, MN

Job Summary:

The Senior Accountant plays a critical role in maintaining the financial integrity of the Latino Economic Development Center (LEDC). Reporting to the Executive Director, this position is responsible for managing day-to-day accounting operations, ensuring compliance with Generally Accepted Accounting Principles (GAAP), and providing rigorous oversight of the organization's grant portfolio. The Senior Accountant partners closely with program and leadership teams to support LEDC's mission of advancing economic opportunity for Latino communities in Minnesota and beyond. In addition, this position is an on-site position that will require the successful candidate to work across the organization to both problem solve with key staff, but also lead, train, and hold managers accountable for accurate and timely reports that support their work via grant performance.

Duties & Responsibilities:

- Maintain accurate and complete financial records in compliance with GAAP and applicable nonprofit accounting standards.
- Oversee all aspects of grant accounting, including budget tracking, expenditure monitoring, and compliance with funder requirements and federal Uniform Guidance (2 CFR 200) where applicable.



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- Prepare timely and accurate monthly, quarterly, and annual statement of financial position account reconciliations
- Support the annual audit process, serving as a liaison with external auditors and preparing all required schedules and documentation.
- Develop and submit financial reports to grantors (government, foundation, and private funders), ensuring accuracy and on-time delivery.
- Manage grant budgets in coordination with program staff, identifying variances and ensuring appropriate allocation of expenses to funding sources.
- Manage accounts payable and accounts receivable functions, including invoice processing, vendor payments, and reconciliations.
- Support payroll processing and ensure accurate allocation of labor costs across grants and organizational cost centers.
- Assist in the development of the annual organizational budget and multi-year financial projections.
- Strengthen internal controls, financial policies, and accounting procedures to support organizational growth.
- Collaborate with program directors and staff to build financial literacy and ensure sound stewardship of restricted funds.
- Other duties as assigned

Qualifications:

Required

- Bachelor's degree in Accounting, Finance, or a closely related field; or equivalent combination of education and professional experience.
- Minimum 4 years of progressive accounting experience, with at least 2 years in a nonprofit or mission-driven organization.
- Ability to work and thrive in a diverse work environment with a mix of traditional non-profit revenue streams coupled with a social enterprise earned revenue model that includes hospitality with daily cash transactions.
- Demonstrated knowledge of hands-on experience applying GAAP in a nonprofit context.
- Experience managing grant accounting and reporting, including familiarity with restricted and unrestricted fund accounting.
- Proficiency in accounting software (e.g., QuickBooks, Sage Intacct, or similar platform).
- Advanced proficiency in Microsoft Excel, including pivot tables, VLOOKUP, and financial modeling.
- Strong analytical skills with exceptional attention to detail and accuracy.
- Excellent written and verbal communication skills, with the ability to present financial information clearly to non-financial audiences.

Preferred

- CPA designation or active progress toward CPA licensure.
- Experience with federal and state grant compliance under Uniform Guidance (2 CFR 200).
- Familiarity with Community Development Financial Institution (CDFI) or small business lending accounting.
- Experience working in a community-based or immigrant-serving nonprofit organization.
- Bilingual proficiency in English and Spanish.
- Experience supporting or preparing for nonprofit audits (A-133 Single Audit preferred).

We encourage you to apply even if you don't meet every listed requirement, we value potential and lived experience.



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Knowledge, Skills, and Abilities:

- Financial Integrity and accuracy
- Grant stewardship
- Collaboration and partnership
- Communication
- Adaptability and learning orientation
- Problem-solving and decision-making
- Equity, inclusion, and respect for diverse perspectives

Compensation and Benefits:

The pay range for this role is **\$75,000-\$100,000 per year**, depending on qualifications and experience. Some work may be performed at partner agency locations across Minnesota.

- **Hours:** Monday–Friday, 9:00 a.m.–5:00 p.m., with occasional evenings or weekends as needed.
- **Benefits:** Employer-paid medical, dental, vision, short-term disability, and long-term disability; 9 paid holidays (including two floating holidays); paid time off from Christmas Eve through New Year’s Day; Paid Parental Leave.

Supervisory Responsibilities

This position will provide functional oversight and guidance to accounting support staff, interns, or volunteers on a project or ongoing basis. Formal supervisory responsibilities will be determined based on organizational staffing structure and needs. In addition, this is an on-site position that will require the successful candidate to work across the organization to both problem solve with key staff and lead, train, and hold managers accountable for accurate and timely reporting that supports their work via grant performance.

Work Environment & Physical Requirements

This is primarily an on-site role with the future opportunity to work a hybrid schedule requiring three days per week in the office and two days per week working from home or another remote workspace, using standard office equipment and technology. Occasional travel may be required to meet with funders, program partners, or attend community events. The role involves extended periods of sitting, regular computer use, and both in-person and virtual communication. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the role.

Equal Employment Opportunity

LEDC celebrates diversity and is committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Reasonable accommodations will be provided for applicants with disabilities. If you are an



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individual with a disability who needs assistance, please contact careers@ledcmn.org and indicate what assistance is needed.

LEDC regrets that it is unable to offer H-1B sponsorship at this time. The successful candidate must be able to accept work in the U.S. by the day employment begins.

To Apply

Please send a cover letter, resume, and three references to careers@ledcmn.org. Please submit your application no later than October 11, 2026. We encourage interested candidates to apply early, as we will be reviewing applications on a rolling basis.

Latino Economic Development Center 804 Margaret Street, Saint Paul, MN 55106