The South Dakota Mines Center for Alumni Relations and Advancement (CARA) is seeking an Accounting Specialist. This position is full time and requires knowledge of accounting principles, proficiency in Microsoft Office products, and attention to detail. Reporting to the chief financial officer, this person is key to the everyday success of the organization and its team.

Key Responsibilities:

- Reporting to donors, department heads, and committees.
- Track activity and budgets within CARA funds.
- Calculate award amounts and track funds spent, following established criteria.
- Calculate scholarship funds available and reconcile awards.
- Work with the database manager to process donations and update donor records.
- Reconcile statements and general ledger accounts.
- Maintain contracts and billings.
- Accounts payable processing.
- Provide audit documentation for all transactions.
- Scan and organize accounting records.

Qualifications

- Experience with fund accounting and fundraising software, ideally Blackbaud.
- Proficiency in Microsoft Office products, specifically Excel.
- Meticulous attention to detail.
- Analytical skills.
- Ability to maintain confidential information.
- Ability to prioritize duties and meet deadlines.

Additional Requirements

This position requires two or more years of experience in an accounting or bookkeeping. A two-year degree, bachelor’s degree, or applicable training is preferred. Candidate should have an understanding of fund accounting, excellent organizational skills, and have knowledge of IRS regulations and tax laws. This person must also be an energetic self-starter with the ability to work both independently and as a team player.

To apply send cover letter, resume and three references to: Nancy Beets at Nancy.Grunden-Beets@sdsmt.edu. Position will be open until filled, but resumes will be reviewed immediately. No in person inquiries or phone calls, please.
About the South Dakota Mines Center for Alumni Relations & Advancement

CARA is committed to recruiting and retaining a diverse workforce and offers an excellent comprehensive benefits package including paid medical, dental, vision, disability and life insurance for our employees; family medical, dental and vision coverage is available, but paid by employee; retirement plans; paid holidays; and a generous paid-time-off allowance.

Mission:
We promote the traditions, interests, influence and reputation of South Dakota Mines among alumni and friends through meaningful engagement and by inspiring and stewarding philanthropy.

Vision:
We will be a global network of alumni and friends who advance the prominence of South Dakota Mines.

Values:
- **Collaboration**: We work toward common goals with each other, the University, and stakeholders.
- **Tradition**: We celebrate the traditions and legacies that connect us as a South Dakota Mines family.
- **Excellence**: We are committed to the highest quality in all we do.
- **Diversity and Inclusion**: We value the diversity of unique backgrounds, experience, perspectives, and talents within our community and among our alumni and friends.
- **Stewardship**: We operate with integrity and transparency as excellent stewards of the resources entrusted to us.

*CARA does not discriminate on the basis of sex, race, color, creed, national origin, ancestry, citizenship, gender identification, transgender, sexual orientation, religion, age, disability, genetic information or veteran status in employment or the provision of service.*