

Our mission at the Minnesota Vikings is to Advance the Vikings legacy through the passionate pursuit of excellence.

*We strive to achieve, we put the team first, we seek to learn, we exhibit high character, and we are committed to a diverse, equitable and inclusive environment.*

**SUMMARY:** The Accounting & Finance Associate will support the operations of the Accounting & Finance department. This role will primarily support the accounts payable process and annual budgeting process, but will also gain experience in the traditional accounting and finance functions.

In addition to the duties described above, the Accounting & Finance Associate will take part in the Vikings' exclusive **Leadership Development Program**. This program will provide regular opportunities for professional development, exposure to organizational leadership and the ability to develop skills critical for the Associate's future career growth. A fundamental part of the program will include clearly defined goals between the Associate and their Supervisor(s) that will be tracked and measured for progress throughout the term of the program.

**This is a temporary full-time position that will begin on June 03, 2024 and conclude on May 2, 2025, unless otherwise determined.**

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

- Accurately and timely process Accounts Payable, ensuring correct approvals according to team policy and timely payment
  - Heavy focus data entry and management of invoice/supporting information
- Prepare and organize detailed support to be included with checks for review and approval
- Assist with audit requests by providing invoice and payment back-up
- Researching accounting issues to drive decisions, including a new AP workflow solution.
- Support the annual budget and quarterly budget process by managing related tools and templates and participating in business strategy meetings
- Focus on gathering disparate pieces of data and analyzing to provide data driven recommendations
- May attend various meetings with league or local sports counterparts.
- May interact with related entities or related third party contractors.
- Provide perspective and opinion on department and organization initiatives and processes
- Other duties as assigned.

**QUALIFICATION REQUIREMENTS:**

- Bachelor's degree in Accounting or Finance recommended
- Strong communication skills with the ability to communicate effectively at any level
- Ability to work in a fast paced environment with competing priorities; ability to multi-task
- Self-starter and self-motivated
- Professionally curious
- Attention to detail with a thorough approach to process
- Customer focused
- Intermediate Microsoft Excel skills required

**CONFIDENTIALITY REQUIREMENTS:** *This position may require the individual to have access to confidential records and information. To successfully perform this position, confidentiality of the information with which the individual has contact must be maintained.*

**PHYSICAL DEMANDS:** *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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Ability to perform physical tasks such as lifting and moving boxes etc.
- The ability to sit at a desk for long periods of time.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Standard office for regular office hours

**The Minnesota Vikings are committed to creating and sustaining a culture for you. Whoever you are, we are an organization that embraces and empowers people of all backgrounds and experiences and incorporate diversity, equity, and inclusion into the foundation of everything we do. We are proud to have a culture that empowers our people to harness their uniqueness to develop their full potential as a contributor to the success of the organization and the communities we serve. The Minnesota Vikings are an equal opportunity employer, and we continue to commit to creating equitable opportunities by ensuring that our place can be anyone's place.**