



Margaret A. Cargill  
PHILANTHROPIES

# ACCOUNTING CLERK

Margaret A. Cargill Philanthropies  
Eden Prairie, MN

kpCompanies is leading the search for the next Accounting Clerk at Margaret A. Cargill Philanthropies (MACP). This position provides support to finance operations by performing various clerical and routine accounting tasks. This position requires attention to detail, confidentiality, and collaboration with other team members.

## APPLICATION DEADLINE

Applications will be accepted until 9:00 pm on May 19th, 2024

*We encourage and appreciate early applications.*





## POSITION DESCRIPTION

**Reports to:** Accounting Manager

**Location:** Eden Prairie, Minnesota

**Website:** [www.macphilanthropies.org](http://www.macphilanthropies.org)

**Flexibility:** Remote up to 2 days per week

**Estimated hours per week:** 36-40

## COMPENSATION

This is a hybrid role. MACP has identified a salary range of \$52,000- \$58,000 for this role. In addition to its compensation offering, MACP provides a comprehensive benefits package:

- Medical
- Dental
- Vision
- FSA
- Life and AD&D
- Short-Term Disability Insurance
- Long-Term Disability Insurance
- PTO
- Retirement Wealth Accumulation Offerings

### Equity & Salary Disclosure

We believe in practices that create real equity and pay parity regardless of background or identity. We freely discuss compensation with all qualified candidates the first time we interview them. Saving the salary discussion for the first conversation allows us to understand the needs of each candidate fully and to ensure that qualified candidates, even those who've historically been overlooked and/or underpaid, don't self-select out of the processes based on salary alone, as our experience and research suggest. In addition to those who opt out because they fear the salary may be out of reach for them, we equally don't want to miss out on conversations with candidates who are slightly over the range when in some cases, the total compensation, including factors such as bonuses, flexibility, and better health benefits, etc. may exceed expectations. Finally, as a search firm, we always seek top-notch talent to introduce to our clients. Should the salary or any other requirement not be a fit, there is often a chance that someone on our team is working on another position you may be a better fit for. If you would like to discuss your qualifications for this role and salary and compensation, call us, and we'd be happy to discuss.



## POSITION PROFILE | Accounting Clerk

### QUALIFICATIONS:

- An Associate degree in accounting, with relevant work experience preferred; or high school degree or equivalent with 2+ years of experience directly related to the listed duties and responsibilities.
- Strong technical proficiency with Microsoft Office Suite, particularly Excel, with the ability to learn various financial systems.
- Detail oriented with excellent follow-up and follow-through capabilities.
- Highly organized and motivated; ability to prioritize, manage multiple tasks and work independently.
- Ability to interface well with internal and external business associates in a professional manner and to maintain the highest level of confidentiality in both internal and external relationships.
- Adaptable to various competing demands and a resourceful team-player.
- Ability to communicate effectively in both verbal and written form.

### WE ARE LOOKING FOR:

- Detail-oriented, meticulous individual with a keen eye for accuracy and a track record of maintaining precise records.
- Collaborative team player who thrives in a dynamic environment and values working closely with others to achieve common goals.
- Quick learner with a knack for numbers and a strong technical proficiency in Microsoft Office Suite, particularly Excel.
- Commitment to upholding confidentiality and professionalism in all interactions, with a demonstrated ability to prioritize and manage multiple tasks independently.
- Passionate about contributing to diversity, equity, inclusion, and justice efforts within the workplace and the broader community.
- Excellent communication skills, both verbal and written, essential for effectively interacting with team members and external stakeholders.
- Adaptable and resourceful individual capable of navigating various demands and competing priorities in a fast-paced environment.
- Someone who demonstrates a commitment to diversity, equity, inclusion, and justice, contributing positively to the organization's DEIJ goals and efforts.





## ORGANIZATIONAL OVERVIEW

Founded by the late Margaret A. Cargill, MACP actively partners with capable organizations to make a lasting difference for individuals and communities, with particular attention to overlooked causes. MACP's combined assets (Margaret A. Cargill Foundation and Anne Ray Foundation) place us among the top ten foundations in the United States.

MACP develops and implements integrated grantmaking strategies across seven programmatic areas we call domains: Arts & Cultures, Disaster Relief & Recovery, Environment, Animal Welfare, Quality of Life, Teachers & Students, and Legacy & Opportunity.

**Margaret A. Cargill Philanthropies (MACP) supports efforts to enhance quality of life and prevent and relieve suffering of children, families, and older adults; preserve and promote the environment and the arts; and encourage the humane treatment of animals.**



## OUR APPROACH

**Within our domains, our program strategies are anchored in compelling issues where we partner to make a meaningful, measurable, and sustainable difference in a defined period of time.**

We limit the number of issues we choose to address, set goals for the difference we wish to make on each one and allocate resources accordingly. We pay special attention to underserved or low-attention areas and causes and favor community-based, on-the-ground programs rather than policy initiatives or endowments.

We continually hone strategies within our domains, investing in evaluation efforts and making substantial learning grants to inform decision-making and program development.

Core to our approach is strengthening the effectiveness and capacity of our key grantee partners by investing in their leadership, management, and operational capabilities.

We believe the best way to make a lasting difference on issues we care about is by investing in long-term relationships with key grantees, strengthening our combined abilities to make a meaningful difference in the world. Because of this, we look to our key grantees as partners, and they help us shape what we do. We work with these partners to find solutions consistent with the objectives and values of our organization and theirs.

## DOMAINS

Our grantmaking reflects our mission, values, and Margaret Cargill's guiding principles.

### Our domains include:

- Animal Welfare
- Arts & Culture
- Disaster Relief & Recovery
- Environment
- Legacy & Opportunity
- Quality of Life
- Teachers & Students

Our grantmaking approach is rooted in direction from our founder and reflects our Philosophy of Grantmaking.

[LEARN MORE ABOUT OUR GRANTMAKING](#)



**Our grantmaking reflects our values and Margaret Cargill's guiding principles and is always directed toward our mission and core purposes.**





## OUR IMPACT

- In 2022 alone, we awarded **341 grants**.
- That equates to **\$202 million** in 2022.
- MACP has celebrated over **\$3 billion in total, cumulative grantmaking** (2023 statistic).
- Committed over **\$11 million to new funding** in COVID relief to support BIPOC communities.
- **90+ countries** with grant activities.

**“Our founder, Margaret Cargill, believed in supporting people and the communities where they live. The growth and evolution of our grantmaking strategies, while remaining grounded in donor intent, is at the heart of who we are as an organization.”**

# kpCOMPANIES EXECUTIVE SEARCH TEAM

Founded in 2001, kpCompanies is the number one source for finding top leadership talent across different industries. With scores of executives placed all around the country, kpCompanies has 6 Strategic, culturally competent, purpose-driven executive recruiters, along with a vast and diverse network of potential candidates to draw upon for your organization. Each recruiter specializes in providing diversity and more personalized executive search services to corporate clients in the Twin Cities and nationwide.



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FOUNDER & CEO



**TERRA CARBERT**  
MANAGING DIRECTOR



**JOELLE ALLEN**  
SVP CLIENT SERVICES



**AISHA BRANCH**  
HEAD OF MARKETING



**MAT PEISERT**  
RECRUITMENT CONSULTANT



**JON HEINEN**  
RECRUITMENT CONSULTANT



**NIDHI TYAGI**  
RECRUITMENT CONSULTANT





# CONTACT US

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kpCompanies is leading the search for the next Talent Acquisition Manager for MACP. We've helped match exceptional talent with top companies since 2001. To learn more about kpCompanies and our services, visit [www.kpcompanies.com](http://www.kpcompanies.com)



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