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Municipal Finance Law Since 1971

[Public Finance Paraprofessional: Grant Thornton - Minneapolis, Minnesota](#)

Grant Thornton is a collaborative, entrepreneurial firm on the move! As part of a dynamic, global organization of more than 42,000 people serving clients in more than 120 countries, we have the agility and focus it takes to be a leader.

Public Finance Paraprofessional

We are currently seeking a paraprofessional in our Minneapolis, MN office. This candidate will join our Public Finance team and be responsible for the following:

- Managing the filing system
- Organizing and highlighting documents for engagements
- Making changes/updates to word and excel documents and spreadsheets
- Sending reports and engagement letters to clients
- Setting up new engagements
- Recording time for employees
- Creating invoices
- Releasing databases in our internal CMS system

Qualifications:

- Must have excellent oral and written communication skills
- Ability to handle multiple priorities and simultaneous projects
- Strong technology skills required, including use of Microsoft Office (Word and Excel)
- Four year degree preferred

[APPLY](#)