



Finance Director

Literacy Minnesota is seeking an individual for a full-time **Finance Director** position. This benefits-eligible position is 40 hours per week or 1.0 FTE.

Organizational Background: Literacy Minnesota is a nonprofit organization dedicated to improving literacy locally, statewide and across the U.S. Our team provides direct services and strengthens literacy programs in Minnesota and beyond by providing training, national service resources and technical assistance to other organizations.

Position Overview: The **Finance Director** is responsible for directing Literacy Minnesota's financial operations as well as managing the day-to-day functions of the department. Responsibilities include the full range of nonprofit finance and accounting responsibilities, including management of the financial operating system, budgeting, forecasting to support programmatic growth and change, and oversight of grants and contract management. This hands-on position specifically requires extensive experience with fund accounting and governmental grant reporting.

This position reports to the President and supervises the Senior Accounting Assistant, Accounting Assistant and the Senior Grants Accountant. Work environment consists of a typical office environment. Time spent on the computer is approximately 75%. This position requires the ability to travel occasionally in metro area. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific responsibilities of the **Finance Director** include, but are not limited to:

Financial Management and Administration - 40%

- Responsible for financial policies for the organization; monitor financial policies and procedures to ensure that the agency is following required practices.
- Manage cash accounts and oversee investments.
- Review accounting transactions prepared by staff.
- Ensure timely close cycle completion and report distribution.
- Direct the organizational audit and preparation of the 990 tax return.
- Negotiate the agency's indirect cost rate.
- Perform the annual risk assessment.
- Ensure routine inventory tracking and recordkeeping.
- Ensure ongoing compliance within finance and accounting responsibilities and anticipate changes and additions to policy and procedure.
- Oversee contracts procedure for the agency and collaborate with other staff to manage contracts with vendors.

Financial Analysis and Reporting - 25%

- Monitor cost allocation systems to maximize recovery of expenditures.
- Provide regular financial reports to management and the Board of Directors.
- Prepare program-specific reports for managers and respond to special requests.
- Create planning and financial forecasts, including timely variance reporting for regular communication with relevant managers.
- Support program leads with scenario planning.

Budgeting - 20%

- Lead annual budgeting process.
- Collaborate with program managers to ensure collaborative dialogue throughout process.

- Prepare and present annual budget to management and the Board of Directors.
- Develop budgets for program management and incorporate into monthly reporting.

Additional Responsibilities - 15%

- Supervise the Senior Accounting Assistant, Accounting Assistant and the Senior Grants Accountant and manage the full team to ensure back-up training and effective use of resources to meet agency needs.
- Participate as a member of the leadership team, attend managers' meetings and staff meetings. Attend board meetings as requested. Participate in strategic planning for the agency.
- Support organizational DEI goals by fostering inclusive environment, holding supervisees accountable for qualitative and quantitative DEI goals, and maintaining and achieving personal DEI goals.
- Other duties as assigned.

Qualifications for this position include:

Required:

- Bachelor's Degree in Accounting, Finance, Business or related field; 6-8 years progressively responsible experience in accounting, including nonprofit experience.
- Extensive experience with fund accounting and governmental contract reporting requirements.
- Demonstrated success in supporting budget managers responsible for implementing governmental and foundation grants.
- Demonstrated success utilizing PC-based accounting software; knowledge of MIP preferred.
- Exceptional interpersonal skills and demonstrated success collaborating with program staff, funders and external auditors in order to advance the mission.

Preferred:

- Master's degree in Accounting, Finance, Business or related field.
- Minimum two years previous supervisory experience.
- Experience with a wide range of revenue sources such as earned revenue, pledges, endowments, multi-year grants/contracts and AmeriCorps funding.
- Ability to work independently and meet deadlines.
- Excellent computer skills, including strong Excel skills, MS Office and internet proficiency.
- Prior experience overseeing processes for audit, 990 and indirect cost rate calculation.
- Experience with or interest in literacy and/or social causes.
- Demonstrated DEI-focused management style, including helping supervisees and the organization achieve DEI goals.

Compensation: starting annual salary range of \$77,722 – \$86,358 (commensurate with experience) and a generous benefits package.

To apply: Please email cover letter and resume with **Finance Director** in the subject line to hr@literacymn.org. This position is open until filled, with priority given to applications received by **Friday, October 28, 2022**.

Literacy Minnesota fosters an organizational culture that is welcoming and inclusive to all. **We strongly encourage applications from people of color, indigenous peoples, immigrants and refugees, LGBTQ+ individuals and people with disabilities.**