



Literacy Minnesota is seeking an individual for a full-time **Finance Manager** 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 Manager** is responsible for managing Literacy Minnesota's financial operations. Responsibilities include managing the financial operating system, budgeting, and grants and contract management. The position specifically requires extensive experience with fund accounting and governmental grant reporting.

This position reports to the Associate Director and supervises the Senior Accounting Assistant, Accounting Assistant and the 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 Manager** include, but are not limited to:

***Financial Management and Administration - 40%***

- Responsible for financial policies for the organization.
- Manage cash accounts and oversee investments.
- Review accounting transactions prepared by staff.
- Direct the organizational audit
- Negotiate the agency's indirect cost rate.
- Monitor financial policies and procedures to ensure that the agency is following required practices.
- Perform the annual risk assessment.
- 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 financial reports to management and the Board of Directors.
- Prepare program-specific reports for managers.
- Create planning and financial forecasts.

***Budgeting - 25%***

- Lead annual budgeting process.
- Develop budgets for program management.

***Additional Responsibilities - 10%***

- Supervise the Senior Accounting Assistant, Accounting Assistant and the Grants Accountant. Participate in management team, attend managers' meetings and staff meetings. Participate in strategic planning for the agency.
- Other duties as assigned.

**Qualifications** for this position include:

**Required:**

- Bachelor's Degree in Accounting, Finance, Business or related field; 8-10 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.

**Preferred:**

- Master's degree in Accounting, Finance, Business or related field.
- Minimum two years previous supervisory experience.
- Experience with PC-based accounting software; knowledge of MIP preferred.
- Ability to work independently and meet deadlines.
- Excellent computer skills, including strong Excel skills, MS Office and internet proficiency.
- Experience with or interest in literacy and/or social causes.

**Compensation:** starting annual salary range of \$63,036 – \$70,040 (commensurate with experience) and a generous benefits package.

**To apply:** Please email cover letter and resume with **Finance Manager** in the subject line to [hr@literacymn.org](mailto:hr@literacymn.org). This position open until filled, with priority given to applications received by **Thursday, January 20, 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.**