

MINNESOTA

# Literacy

COUNCIL

## Finance Manager

The Minnesota Literacy Council is seeking an individual for full-time **Finance Manager** to start at the beginning of January 2018. This position manages the literacy council'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.

Specific responsibilities for the Finance Manager include, but are not limited to:

- **Financial Management and Administration:** Responsible for financial policies for the organization. Manage cash accounts and oversee investments. Review accounting transactions prepared by the Accounting Assistant. 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:** Monitor cost allocation systems to maximize recovery of expenditures. Provide financial reports to management and the Board of Directors. Create planning and financial forecasts.
- **Grants and Program Management:** Prepare program and grant-specific reports for managers, funders and grant applications. Monitor grant activities to ensure compliance with budgets and funder requirements (including federal, state and county regulations). Guide staff in grant implementation. Create systems to track and document in-kind and cash match contributions. Monitor sub-recipients of federal funds.
- **Budgeting:** Lead annual budgeting process. Develop budgets for grant applications and program management.
- **Additional Responsibilities:** Supervise the Accounting Assistant. 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:

- Bachelor's degree in Accounting, Finance, Business or related field, Master's degree preferred; 5-7 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.
- 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.

To apply, please email cover letter and resume with **Finance Manager** in the subject line to [hr@mnliteracy.org](mailto:hr@mnliteracy.org). Position open until filled. *The Minnesota Literacy Council fosters an organizational culture that is welcoming and inclusive to all. See our full diversity and inclusion statement here: <https://mnliteracy.org/about/diversity-inclusion>*