

Mid-Minnesota Development Commission

Finance & Office Manager

Job Title: Finance & Office Manager

FLSA Status: Exempt

Salary Range: \$58,113 to 75,790

Work Hours: Full-Time

Reports To: Executive Director

Position Description - Overview:

Reporting directly to the Executive Director, the Finance & Office Manager provides leadership for the operations and financial functions of the MMDC. The Finance & Office Manager is responsible for the management of the MMDC's financial system to ensure that all MMDC programs and other entities served have timely and accurate financial status, accounts receivable and payable are current, compliance with federal and state standards is maintained, and employee payroll accounts are correctly administered. In addition, the Finance & Office Manager will oversee the internal operations of the MMDC office, including space, security, maintenance, insurance coverage, internet and phone communications, and employee benefit (e.g. insurance) administration. Finally, the Finance & Office Manager will support the Executive Director to ensure the success of the organization.

MMDC's Finance & Office Manager must be able to adhere to Generally Accepted Accounting practices and enjoy working in a small, entrepreneurial environment that is results-driven and community-oriented. The ideal individual will have the ability to exercise good judgement in a variety of situations, possess strong written and verbal communication skills, and have the fortitude to manage an often-varied workload while meeting tight deadlines.

Specific Financial Responsibilities:

- Work with Executive Director to develop, evaluate, and recommend policy and procedures that result in sound fiscal management.
- Collaborate with Executive Director to develop agency budgets.
- Develops Indirect Cost Plan – the mechanism for determining what proportions of MMDC administration costs each program should bear – using established practices.
- Review and monitor grant and contract financials.
- Administer the MMDC's overall budget and cost allocation plan, as well as grant program budgets, and making revisions as necessary.
- Support/perform financial reporting for all MMDC projects, using established methods and provided programs, to assure compliance. This will include the collection, compilation, and analysis of a wide range of fiscal, program, and budget reports and studies for internal management of grantor agencies.

- Provide strategic financial input and leadership by analyzing, interpreting, and communicating financial status to provide information, guidance, and technical support to the Executive Director and MMDC's Board of Commissioners.
- Optimize the handling of bank and deposit relationships and present the MMDC Executive Director and Board of Commissioners with strategies that will enhance the agency's cash position via reduced fees and/or increased investment earnings.
- Plan, organize, and prepare all fiscal procedures, budgets, periodic statements, trial balances, payroll (includes semimonthly processing, quarterly reporting, W-2 and 1094/1095 annual reporting), accounts payable, accounts receivable, purchasing, and items required for MMDC's annual audit. This for MMDC and for any entity for which MMDC serves as a fiscal agent, when capacity allows.
- Make deposits for revolving loan fund recipients and maintain and process ACH receipts for incoming loan payments.
- Maintain revolving loan fund portfolios, perform required reporting, and collaborate with Economic Development Team to control risk and facilitate borrower success.
- Maintain and monitors current, delinquent, and miscellaneous tax records, annually certifies levy to county auditors, and reconcile county tax levy records with MMDC records, using established methods.
- Lead the continuous improvement of the budgeting and financial reporting processes by educating staff on financial matters impacting program budgets and providing suggestions for process improvement, as appropriate.
- Maintain compliance with generally accepted accounting principles and coordinate the MMDC's annual audit, which is performed by an outside contractor.
- Assist with the onboarding of new staff and maintain personnel-related records (e.g. payroll, insurance coverage) to ensure compliance with MMDC rules and labor laws.
- Consult with outside sources on regulatory changes and coordinate MMDC employee benefits and property/liability insurances.
- Establish and maintain control/inventory of physical property, with assistance from other MMDC personnel
- Performs other finance-related duties as assigned or apparent.

Specific Office Manager Responsibilities:

- Contribute to the development of MMDC policies, strategies, and practices/processes.
- Work with staff to assure availability and maintenance of appropriate MMDC facilities, equipment, and vehicle.

- Ensure the timely procurement of needed office supplies, with assistance from other MMDC Personnel, as appropriate.
- Serve as primary contact/consultant to ensure implementation of changes/updates and set up new reports for programs within various online grant management systems.
- Perform other related duties as assigned or apparent

Specific Executive Director Support Responsibilities:

- Assist with the organization of MMDC Full Commission, Board of Directors, and Committee meetings (e.g. meeting agenda assembly/review, assist at meetings when needed).
- Assist to ensure compliance with all applicable laws (e.g. open meeting-related laws, labor laws) governing the activities of the MMDC.
- Assist with the development and continuous improvement of policies and procedures.

Qualifications:

- Comfortable researching and ensuring compliance with regulations, policies, and procedures that apply to government accounting and finance.
- Highly-organized and detail-oriented.
- Strong written and verbal communication skills, including the ability to express financial information clearly to MMDC Commissioners and others without a finance or accounting background.
- Proactive problem-solver with strong decision-making capability.
- Trustworthy and willing to share information and serve as a mentor to other staff.
- Highly-resourceful team-player, with the ability to also be extremely effective independently.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest-level of service and response to internal and external customers.
- Ability to meet deadlines.
- Forward-thinker, who actively seeks opportunities and proposes solutions.
- High computer-skills proficiency.

Required Skills and Experience:

- Associate's or bachelor's degree related to accounting or closely related field, or significant experience (5+ years) in a position requiring considerable attention to budgets, file management, handling sensitive information, and other related tasks/items independently.
- High level of comfort with Microsoft Office 365 programs (Outlook, Word, Excel, PowerPoint).
- High-level written and verbal communication skills in the English language.
- Mathematical proficiency (addition, subtraction, multiplication, division, percentages – up to basic algebra).
- High-level reasoning ability – Able to define problems, collect data, establish facts, and draw valid conclusions.

Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. However, reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

MMDC's Finance & Office Manager will primarily participate in office-based work at our location on the MinnWest Technology Campus in Willmar. Frequent sitting or occasional standing may occur for extended periods of time. Occasionally uses a vehicle to travel within and, very occasionally, outside of service area for meetings, training, and other events (typically within the State of MN). Will use near, distance, and color vision, sense of touch/fine motor skills, and hearing to perform computer and other job tasks. Will use fine and large motor movements at times. The MMDC Finance & Office Manager must regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 30 pounds.

In addition to office-based work, some home-based work will be supported, when practical and contingent upon productivity. Selected candidate must be able to perform reliably in both independent and team settings.

Benefits Package

Employee benefits include health insurance, health savings account with employer contributions, pre-tax flexible spending account, life insurance, PERA retirement benefit, paid holidays and vacation time, sick leave, partial reimbursement for mobile phone use (up to \$50 monthly) and additional voluntary benefits available. MMDC employees also enjoy flexible scheduling, contingent upon productivity, and a family-friendly environment. All MMDC staff also have access to the various amenities of the MinnWest Technology Campus, which include a fitness center, swimming pool, and gymnasium. A cafeteria/restaurant and childcare facility can also be found on the campus (employee responsible for all associated costs).

Other

The MMDC is an “at-will” employer. This means that either the MMDC or the employee has the right to terminate the employment relationship at any time.

This job description does not constitute a written or implied contract for employment.

The MMDC is an equal opportunity and veteran-friendly employer.