

Mid-Minnesota Development Commission

Finance Director/Office Manager

Job Title: Finance Director/Office Manager

Work Hours: Full-Time

Reports To: Executive Director

Position Description:

Reporting directly to the Executive Director, the Finance Director/Office Manager provides leadership for the operations and financial functions of the MMDC. The Finance Director/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 Director/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 Director/Office Manager will support the Executive Director to ensure the success of the organization.

The Finance Director/Office Manager must be highly knowledgeable and skilled in the use of 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.

Financial Responsibilities:

- Develop, evaluate, and recommend policy and procedures that result in sound fiscal management
- Collaborate with Executive Director to develop agency budgets
- Review, approve, and monitor grants and contracts
- Administer the MMDC's overall budget and cost allocation plan, as well as grant program budgets, and make necessary budget revisions
- Support/perform reporting for all MMDC projects to assure compliance through 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 operating results to provide information, guidance, and technical support to the Executive Director and Board of Commissioners
- Optimize the handling of bank and deposit relationships and present the MMDC Executive Director and Board of Commissioners with financial strategies that will enhance the agency's cash position via reduced fees and/or increased investment earnings
- Plan, organize, and prepare all fiscal procedures, including budgets, audits, periodic statements, trial balances, payroll, accounts payable, accounts receivable, and purchasing
- Maintains and monitors current, delinquent, and miscellaneous tax records. Annually certifies levy to county auditors and reconciles county tax levy records with MMDC records
- 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
- Oversee the onboarding of new staff and maintain personnel-related records (e.g. payroll, insurance coverage) to ensure compliance with MMDC rules and labor laws
- Establish and maintain control/inventory of physical property
- Performs other finance-related duties as assigned or apparent

Office Manager Responsibilities:

- Contributes to the development of MMDC policies, strategies, and practices/processes
- Assist Executive Director with the supervision of MMDC Communications Specialist/Office Assistant – specific to this professional's office assistant duties
- Assure availability and maintenance of appropriate MMDC facilities, equipment, and vehicle
- Ensure the timely procurement of needed office supplies
- Assist with the coverage of responsibilities during MMDC position vacancies to ensure continuous program/project progress
- Performs other related duties as assigned or apparent

Executive Director Support Responsibilities:

- Assists with the organization of MMDC Full Commission, Board of Directors, and Committee meetings (e.g. meeting agenda assembly/review, assist at meetings when needed)
- 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 updating of internal control policies and procedures

Qualifications:

- Well-versed in regulations, policies, and procedures which apply to government accounting and finance
- Highly organized and detail-oriented
- Strong written and verbal communication skills with the ability to express financial information clearly to those 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 in a fast-paced environment
- Forward-thinker, who actively seeks opportunities and proposes solutions
- High computer-skills proficiency

Required Skills and Experience:

- Graduation from an accredited college or university with a bachelor's or master's degree in accounting or closely related field, 5-10 years related experience in government accounting or finance, or any equivalent combination of education and experience
- Proficient in Microsoft Office 365 programs (Outlook, Word, Excel, PowerPoint)
- High-level written and verbal communication skills in the English language
- Mathematical proficiency
- High-level reasoning ability – Able to define problems, collect data, establish facts, and draw valid conclusions