



Director of Finance

Job Title: Director of Finance
Classification: Full-Time- Exempt
Reports To: Executive Director
Salary: \$45,000-\$55,000 based on experience

Summary:

Reporting to the Executive Director and serving as an integral member of the executive management team. The Director of Finance will be responsible for maintaining ConnectAbility of MN's financial management strategy and contributing to the development of the organization's strategic goals. In addition to the strategic components, the Director of Finance will be charged with developing and implementing more sophisticated policies and procedures in the operational finance realms.

This is an outstanding opportunity for a finance executive with operational experience and a proven track record of creative problem-solving and change management to join a mission-driven organization.

Responsibilities:

Accounting

- Advise the Executive Director on financial planning, budgeting, cash flow, investment priorities, and policy matters
- Serve as the management liaison to the board and audit committee; effectively communicate and present critical financial matters at select board of directors and committee meetings
- Represent the organization externally, as necessary, particularly in banking and lease negotiations
- Develop processes and maintain daily accounting, tax and payroll audit records and organization's billing
- Assist in annual audit and tax preparations

Operations

- Upgrade and implement an appropriate system of policies, internal controls, accounting standards, and procedures
- Plan, coordinate and execute the annual budget process
- Ensure that ConnectAbility of MN is adhering to the strategic plan, delivering status reports for the board

Other Requirements:

- Strategic planning ability and critical thinking skills
- Financial analysis and forecasting
- Understanding of Generally Accepted Accounting Principles (GAAP) and Financial Accounting Standards (FAS)

- Adept at managing the financial complexity of both unrestricted and restricted (designated) revenue streams
- Ability to successfully organize and prioritize tasks to meet goals and solve problems and generate creative solutions
- Ability to function independently within established guidelines
- Computer skills, including proficiency in Microsoft Office Suite, Salesforce, QuickBooks, MN-ITS, Availity and Bridgeview
- Represent ConnectAbility of MN at various networking events
- Participate in events and fundraisers
- Manage team members that report to Finance department

Qualifications:

- Business or Accounting degree or minimum 2 years' experience in a management role ideally with both external audit and in-house fiscal management experience.
- Experience either as an employee or board member of a nonprofit organization; must be familiar with nonprofit finance and accounting regulations
- Proven record of accomplishment of success facilitating progressive organizational change and development within a growing organization
- Excellent judgment and creative problem-solving skills including negotiation and conflict resolution skills
- Entrepreneurial team player who can multitask
- Self-reliant, good problem solver, results oriented
- Energetic, flexible, collaborative, and proactive; a team leader who can positively and productively impact both strategic and tactical finance and administration initiatives
- Exceptional written, oral, interpersonal and presentation skills
- The ability to effectively interface with executive management, ConnectAbility of MN's board of directors, and staff
- Ability to operate as an effective tactical as well as a strategic thinker

Benefits:

- 3 weeks PTO days (15 days)
- 16 hours community volunteering or school functions
- Benefits Package
- Flexible scheduling
- Mileage compensation
- Community networking involvement

Apply:

- Send Resume to Hello@ConnectAbilityMN.org
- Call 320.253.0765 to request an interview