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Staff Position Description

Position:	Director of Finance
Program:	Finance
Location:	St. Paul, MN
Date Posted:	June 18, 2024
Reports To:	Executive Director
Salary:	\$110,000 – \$125,000 per year
Schedule:	Monday through Friday, 8:00 AM - 4:30 PM, Hybrid option with 2-3 days in the office
Benefits:	Health and dental insurance, paid time off, 401(k) Safe Harbor retirement saving plan

Conservation Corps Minnesota & Iowa (CCMI) is a 501(c)(3) nonprofit organization and AmeriCorps grantee that engages hundreds of youth and young adults each year in programs and initiatives that improve access to outdoor recreation, restore natural habitat, protect waterways, and respond to community needs and natural disasters. **Our mission** is to engage youth and young adults in meaningful service, leadership development, and environmental stewardship. **Our vision** is a world in which everyone has equitable access to nature, is equipped to succeed in career and life, and is empowered to make a difference in conserving natural resources. Learn more at conservationcorps.org.

Our values embody safety, service, respect, equity, and community. In working toward our vision, we believe that it is important we commit to the following:

- Using equity as a lens for the work we do and decisions we make
- Building a shared vision surrounding Justice, Equity, Diversity, and Inclusion goals with our partnering organizations and communities, and
- Providing an equitable training environment and high-quality programming to all our participants.

Read our full Justice, Equity, Diversity, & Inclusion statement online at:

conservationcorps.org/about/jedi/.

Position Summary:

The Director of Finance is a member of the senior leadership team (SLT) and participates in strategic planning and decision-making that supports the organization's mission. This position leads a four-person finance department that manages a 12-million-dollar organizational budget. The Director of Finance develops and implements financial policies, procedures, and internal controls and ensures that accounting, financial management, and reporting comply with Generally Accepted Accounting Principles (GAAP). This position provides cross-departmental collaboration on agency processes and initiatives and communicates financial results to programs, Executive Director, finance committee and board. The position also leads the annual budget process and handles complex financial analysis projects while serving as a partner with the organization's management staff.

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Key Responsibilities:

Leadership

- Update and maintain the financial policies and procedures manual. Continually streamline processes and ensure all finance positions have electronic documentation for each job task. Advise the organization on the best ways to integrate financial systems with operational systems.
- Lead and manage business risk to ensure the organization is current and up-to-date related to insurance policies, federal and state income tax, and other corporate document filings.
- Coordinate with the insurance broker for annual insurance renewals.
- Manage Workers Compensation audits.
- Point of contact for Great Plains or future financial system to ensure the organization is utilizing the software to its fullest capacity; set up and monitor security roles and provide user guidance on the software where needed.
- Manage fleet claims and insurance add/removal.
- Manage leases.
- Complete ad-hoc surveys.
- Maintain the finance share drive to streamline flow of information.
- Annual direct report evaluations.
- Assist management in building financial literacy to read, build, and manage financial budgets and reports.
- Supervise and lead finance team members (3.0 FTE) in accounting, payroll, forecasting, and training.
- Participate in weekly SLT meetings and bi-weekly administrative, program, and all-staff meetings.
- Participate in the strategic planning process.

Financial

- Drive clear and timely communication of financial results, forecast, budget accountability, capital spending, cash management, debt management, etc.
- Implement a robust contracts and financial management reporting system; ensure that the contract billing and collection schedule is adhered to, and that financial data and cash flow are steady and support operational requirements.
- Lead the external annual audit, single audit, and state and federal tax filings.
- Develop and maintain effective internal controls to ensure accurate reporting and to safeguard the organization's assets.
- Drive the annual budgeting and planning process in collaboration with the SLT and program managers. Develop annual charge out rates.
- Design and implement financial statements and dashboards that provide meaningful and timely information to assist in management decision making. Review monthly financial statements and report results to the management, finance committee and board.
- Oversee month-end and year-end close procedures.
- Track headcount and related hours for financial reporting and allocations.
- Prepare and oversee external federal and state grant reimbursements and audits.
- Create and maintain cost allocations and prepare monthly and quarterly reports for federal and state grants.
- Implement and maintain restricted giving and develop procedures to document the release upon fulfillment of obligations under the terms of funding.

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- Backup for finance team.
- Provide financial leadership to program staff

Qualifications:

- Bachelor's Degree or MBA in accounting, finance, or related field.
- Five or more years of accounting, finance, payroll, and supervisory experience.
- Competence in financial analysis, complex problem-solving, staff supervision, and process improvement.
- Advanced skills with MS Outlook, Word, Excel, PowerPoint, and database management.
- Demonstrated ability to prioritize tasks, structure work plan, and meet deadlines.
- Willingness to assist the organization in carrying out the CCMI mission.
- Experience with audits, insurance renewals, and related federal and state laws and regulations.
- Excellent verbal and written communication skills.
- Project management skills and experience in project and grant accounting.
- Ability to maintain appropriate confidentiality and diplomacy in dealing with sensitive issues.
- Demonstrated commitment to justice, equity, diversity, and inclusion, and working with diverse audiences.

While this position description describes the general nature and level of work being performed, it is not an exhaustive list of all responsibilities, duties, and skills required. All positions at the Corps may require duties outside of normal responsibilities.

CCMI is an Equal Opportunity Employer and is committed to creating an inclusive environment that values the diversity of its staff and members. Employment decisions with CCMI will be based on merit, qualifications, and abilities. CCMI does not discriminate in employment opportunities or practices based on race, color, creed, religion, sex, national origin, age, disability, veteran status, military service, union membership, marital status, familial status, sexual orientation, gender identity, status with regards to public assistance, genetic information or any other characteristic protected by law.

Women, minorities, and people with disabilities are strongly encouraged to apply.

How to Apply:

Qualified candidates should apply at <https://conservationcorps.catsone.com/careers/113402-Employee/jobs/16472733-Director-of-Finance/>

Priority application deadline: **July 12, 2024.**

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