



## Finance Director Position Description

Position:	Financial Director – Sole finance contact in organization with 6 employees
Salary Range:	\$50,000 – 65,000/year
Full Time Equivalency:	100%
Reports to:	Executive Director, Youth Coordinating Board
Application Deadline:	March 8, 2021

### Summary Description:

The Finance Director is the sole finance staff person for the Minneapolis Youth Coordinating Board and is responsible for financial transaction processing, processing bi-weekly payroll, annual budget development, annual financial statement preparation and special projects as directed by the Executive Director. This is a full-time position.

Qualified candidates for the position of Finance Director will have excellent organizational skills, attention to detail and ability to prioritize. They will have at least 5 years of experience as a finance staff person, varied experience in finance, and the ability to work well with all levels of management and staff, elected officials, members of the public, and youth from diverse backgrounds as well as outside partners and vendors. An AA Degree in an accounting field is required. Knowledge of governmental finance is preferred.

### Duties:

- 1 Financial Transaction Processing
  - Process all disbursements
  - Process all general ledger transactions.
  - Process all cash receipts
  - Run financial reports
  - Order office supplies when necessary
  - File/organize financial documents for annual audit
  
- 2 Process bi-weekly payroll in ADP
  - Collect time sheets, enter payroll data, and manage payroll reports
  - Enter Journal entries in accounting system to enter payroll information
  - Enter bi-weekly online reports in Public Employees Retirement System

- Enter new hire information, employee terminations, and other employee changes
- 3 Annual Budget Development
    - Assist Executive Director in preparing annual budget.
    - Prepare annual and quarterly budget reports
    - Prepare all grant financial reports and invoice all grantors in accordance with the specific grant requirements
    - Review of all grantor financial contracts to ascertain proper reporting requirements.
  - 4 Annual Financial Statement Preparation
    - Prepare annual Grant Analysis, Trail Balance, and Financial Statements.
    - Work with State Auditor's Office to provide documentation/analysis in order to complete the YCB annual audit.
  - 5 Special Projects
    - Work with Executive Director to create contracts and track approval
    - Work with Executive Director to write resolutions, take minutes, and print Board packets for Board meetings
    - Work with YCB staff to provide project budgets and tracking for each project
    - Create grant coding to track grants when required

Qualifications:

- AA Degree or equivalent in an accounting field required.
- Excellent organizational skills, attention to detail and ability to prioritize.
- Basic familiarity with Xcel, Word, and accounting and payroll systems.
- Commitment to equity.
- Ability to collaborate and lead cross-functionally to achieve goals and create deliverables.
- Ability to effectively communicate and exchange information.
- Professional demeanor and experience working as a member of a staff team.
- Self-starter, flexible and demonstrated good judgement.
- Demonstrated ability to carry out core business activities such as writing clear emails and reports.
- Experience working well with all levels of management and staff, elected officials, members of the public, and youth from diverse backgrounds as well as outside partners and vendors.

Compensation and hours:

100% time, typically Monday through Friday, 8 hours per day

Staff are eligible for benefits including medical and dental.

Wage - \$50,000 – 65,000/year

To Apply:

Submit a resume and cover letter to Ann DeGroot, Executive Director,  
[ann.degroot@minneapolismn.gov](mailto:ann.degroot@minneapolismn.gov). Application deadline is March 8.

For more information about the Minneapolis Youth Coordinating Board, please go to our website at [www.ycb.org](http://www.ycb.org).