Position: Finance Manager  
Reports to: Vice President for Finance and Operations

ABOUT THE CENTER FOR ECONOMIC INCLUSION

The Center for Economic Inclusion is a cross-sector organization committed to strengthening the Minneapolis - St. Paul region’s civic infrastructure and collective capacity to disrupt systems and influence market forces to catalyze shared prosperity and advance an inclusive economy. We are dedicated to advancing inclusive growth by elevating data driven promising practices, advocating inclusive policies, coordinating cross-sector, community-driven development, and piloting strategies that truly close racial economic gaps.

HOW WE WORK

At the Center we take pride in bringing our values to life and "walking the talk." We are a diverse team in many ways, and we believe our diversity of thought makes us stronger and our work more innovative and responsive to the communities we serve. We strive to maintain a collaborative work environment that also stimulates individual autonomy and accountability for performance goals and excellence. We invest in great talent, and nurture it and we believe in the power of career pathways within the Center. We look for these values in the talented individuals who join our team and we strive to cultivate an environment that harnesses the collective power of these values, traits and the expertise that each team member brings in pursuit of our mission.

- Inclusivity
- Equity
- High-performance & High-engagement
- Shared risk
- Self-motivation
- Nimble Action
- Collaboration
- Adaptive learning
POSITION DESCRIPTION

The Finance Manager has primary responsibility for the day-to-day accounting processes, budget management support, and partners with the Vice President to ensure overall fiscal health of the Center for Economic Inclusion. This leader will maintain the organization’s financial books and records while also developing and generating financial reports as directed by the Vice President Finance & Operations for management purposes, for Board governance purposes, and for outside accountants for audit purposes. The functions led by the Finance Manager have been housed externally to date, so the leader will also be responsible for bringing internal rigor to the finance departments partnership and support of the programs, external affairs, and executive departments.

KEY RESPONSIBILITIES

**Accounting**

- Perform day-to-day accounting functions to support GAAP-compliant financial management processes, up-to-date financial information and timely month-end closes
- Book payroll on a bi-weekly basis
- Process accounts payable with Bill.com
- Manage petty cash account, reconcile, and process
- Maintain up-to-date accounting system files; export to Excel and organize data in a timely manner as required for analysis and reporting
- Process receivables and deposits
- Prepare for bank reconciliation and process any changes provided by Vice President
- Properly monitor restricted funds, deferred revenue, grants, pledges, and fundraising activities; Develop fund development and grants budgets in partnership with programs and fund development leaders
- Create and maintain other reporting tools which support accounting processes

**Records Management**

- Maintain accounting records in accordance with Generally Accepted Accounting Principles and retention best practices

**Financial Reporting**

- Develop, implement, and provide meaningful and adaptive financial reporting and information to all relevant stakeholders; including but not limited to…
- Financial statements, budgets, forecast reporting and other ad-hoc reports to VP, senior leaders and others as required
• Management reporting as required, including reporting to program leaders partner organizations in an agreed upon format
• Grant and other fund development financial and event reporting and forecasting

**Audit Support**

• Prepare for and support annual audit:
  o Prepare schedules for audit and ensure financial records are accurately prepared prior to the audit
  o Coordinate with VP on audit related matters
• Record all reconciling items identified by auditor

**Organizational Leadership & Coordination**

• Trains and supports CEI leaders and team members on annual budget process, financial monitoring, coding, and fiscal management practices
• Support Finance Committee and Campaign Committee in partnership with Vice President Finance & Operations
• Manage corporate credit cards and procedures
• Meet regularly with VP to ensure continuity and timeliness of information
• Provide support to the VP on other accounting and finance related projects as needed.
QUALIFICATIONS AND EXPERIENCE

- Understanding of and commitment to the mission, vision and values of the Center
- Bachelors’ degree in accounting, finance or related field
- Minimum of 3 years nonprofit accounting experience
- Strong computer skills in Microsoft Office Suite, QuickBooks, and the advanced ability to analyze data using appropriate software tools (database programs and queries, spreadsheets, etc.), Salesforce, and Project Management Software
- Demonstrated advanced knowledge of generally accepted accounting principles and practices, auditing and budgeting principles and practices, financial planning and administration, cash flow management, and financial statement preparation
- Demonstrated grants allocation, restricted and unrestricted funding management experience
- Demonstrated audit management experience
- Ability to manage tasks, prioritize issues, execute work in an efficient and timely manner, and track and manage multiple work streams at once
- Excellent written and oral communication skills
- Ability to work collaboratively, as well as independently

The Center for Economic Inclusion is an Equal Opportunity employer. We offer an inclusive, engaging, dynamic, and rewarding workplace; a competitive total compensation package; and an opportunity to contribute to one of the most meaningful issues of our regions’ future.

Compensation: The starting salary range for this position is $62,000-$65,000 and is complemented by a full suite of benefits including health, dental, vision, life, STD, and LTD insurance; mobile phone stipend, wellness and transportation benefits; paid time off and retirement savings match. A salary commensurate with experience will be offered to complement these to the successful candidate’s experience.

To apply for this job, submit a cover letter, resume and 3 professional references to jobs@centerforeconomicinclusion.org by April 2, 2020. Incomplete applications will not be considered. No calls please. Candidates whose profiles align with our need will be contacted by April 30, 2020.