



GREATER MANKATO AREA UNITED WAY

Job Description (Exempt)

TITLE: Director of Finance & HR

REPORTS TO: CEO

HOURS: 40 hours per week. Includes occasional evenings and weekends.

PRINCIPAL ACCOUNTABILITIES:

Perform all of the accounting, financial-related, and human resource functions of the organization. Possesses Greater Mankato Area United Way's core values of Integrity, Commitment, Collaboration, and Accountability and believes in United Way's mission of improving people's lives.

ABOUT US:

Greater Mankato Area United Way is a dynamic nonprofit organization located in Mankato, Minnesota, serving Blue Earth, Le Sueur, Nicollet, and Waseca counties. We focus on the impact areas of basic needs, health, and education to ensure our region stays strong and balanced. Our programs are thoroughly vetted by community-led impact teams and serve more than 65,000 people each year. Supported by over 1,500 annual volunteers, we convene and connect the community to build a better tomorrow for all.

MAJOR AREAS OF RESPONSIBILITY:

1. Ensure accountability by preparing quarterly financial statements, monthly bank reconciliation, verification of deposits, annual budget, all government reports, journal entries (adjusting, clearing, and closing), and reconciling subsidiary ledgers.
2. Handle accounts payable, accounts receivable and payroll. Prepare event/sponsor invoices and post payments. Pay all bills and payroll in a timely manner. Prepare monthly campaign accounts receivable reports for Executive Committee and Board of Directors.
3. Perform human resource duties for the organization and work with employee group insurances as well as the corporate liability insurances and worker's compensation insurance.
4. Attend and participate on Finance Committee, Executive Committee and Board of Directors.
5. Act as United Way staff liaison to ensure successful completion of annual audit, federal 990, United Way Worldwide reports and certifications, and state annual reporting. Conduct RFP's when needed and investment analysis.

6. Be a link between Donation Tracker accounts receivable and QuickBooks financial software. Work with the Data Systems Manager to reconcile the records between Donation Tracker and QuickBooks to ensure accurate reporting and collecting of donation receivables.
7. Assist with data entry and report generation relating to campaign pledges when needed during peak campaign months.
8. Ensure the completion of United Way reports such as but not limited to: Data Base II, Membership Certification, and other required reports.

SECONDARY AREAS OF ACCOUNTABILITY:

1. Act as a backup in handling campaign statistical reports.
2. Maintain allocation statistical reports as required.
3. Prepare other reports for staff as requested and as time permits.
4. Complete and submit annual State Combined Campaign application.
5. Provide general office support.
6. Perform other duties as required.

JOB REQUIREMENTS:

1. Preferably a degree with accounting, bookkeeping, or business emphasis.
2. Knowledge of accounting and bookkeeping functions.
3. Knowledge and experience with QuickBooks accounting software.
4. Experience with MS Office applications with an emphasis in Excel.
5. Ability to effectively organize and prioritize work and complete it accurately within established time frames.
6. Ability to effectively communicate via written and verbal communication with people at all levels.
7. Demonstrate integrity and discretion in handling confidential information.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

TO APPLY:

Please send cover letter and resume to:
Laura Murray, Director of Operations & Communications
LauraM@mankatounitedway.org