

GREATER MANKATO AREA UNITED WAY

Job Description (Exempt)

TITLE:	Director of Finance and Administration
REPORTS TO:	CEO
POSITION/HOURS:	Full-time; exempt. Includes occasional evenings and weekends.
PAY RANGE:	\$72,800 to \$95,000 per year (\$35.00 to \$45.67 per hour), depending on qualifications

PRINCIPAL ACCOUNTABILITIES:

Performs all of the accounting and financial-related functions of the organization and is part of the administrative team. 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 1,800 annual volunteers, we convene and connect the community to build a better tomorrow for all.

MAJOR AREAS OF RESPONSIBILITY:

1. Ensure accountability by preparing accurate quarterly financial statements, monthly bank reconciliations, verification of deposits, and all aspects of the annual budget, all government reports, journal entries (adjusting, clearing and closing), and reconciling subsidiary ledgers.
2. Handle accounts payable, accounts receivable and payroll coordination with our outsourced payroll managers and CEO. Prepare event/sponsor invoices and post payments. Work with the administrative team to ensure accurate and timely reports. Prepare monthly campaign accounts receivable and update reports along with quarterly financial reports for Executive Committee and Board of Directors.
3. Work with employee group benefit 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. Preferably nonprofit experience.
3. Knowledge of accounting and bookkeeping functions.
4. Knowledge and experience with QuickBooks accounting software.
5. Experience with MS Office applications with an emphasis in Excel.
6. Ability to effectively organize and prioritize work and complete it accurately within established time frames.
7. Ability to effectively communicate via written and verbal communication with people at all levels.
8. 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:
Rachel Volkman, Executive Assistant
RachelV@mankatounitedway.org