

**DIRECTOR OF FINANCE**

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| **Title: Director of Finance** | **Salary Range: $82,000 to $90,000** | **Position Closes: Open until filled** |
| **Department: Admin & Operations** | **Hours: Full-time, 40 Hours** | **Start Date: January 2020** |
| **Reports to: President and CEO** | **Classification: Exempt, Salaried** | **Location: St Paul, MN** |

**ORGANIZATION OVERVIEW:** Nexus Community Partners is a community-building intermediary whose mission is to “build more engaged and powerful communities of color by supporting community-building initiatives and foster social and human capital.”

**POSITION SUMMARY:** We are seeking an energetic and creative individual who will provide leadership and implementation of essential finance & administration needs of the organization. The position reports directly to the President and CEO and works closely with the leadership team and Board to provide strategic leadership and to ensure financial strength, flexibility and sustainability. The Director of Finance builds strong relationships with all staff, while promoting and modeling equity and accountability. The Director of Finance will join our dynamic and diverse staff of thoughtful, equity-driven individuals who are deeply committed to the organization’s values.

**POSITION RESPONSIBILITIES:**

**Financial Performance**

* Responsible for the hands on and daily management of the accounting and financial processes within the organization. Balances the organization’s fiscal needs with available resources.
* Plan, develop, organize, implement, direct and evaluate the organization’s accounting, and financial function and performance.
* Responsible for the development and management of the organization’s budget and for communicating progress towards meeting financial objectives to all stakeholders, including the Board of Directors.
* Develops and presents accurate reports to assist in the overall financial management of the organization.
* Ensures that assets are properly controlled, resources are utilized appropriately, and activities are reported accurately and in a timely manner.
* Responsible for the development of a reliable cash flow projection process and reporting mechanism.
* Identifies opportunities for improvement, cost reduction, and systems enhancement.
* Monitors financial performance by measuring and analyzing results; initiating corrective actions; minimizing the impact of variances. Provides accurate, timely and meaningful financial analysis.
* Responsible for management of agency compliance filing and tax preparations.
* Oversite and supervision to the audit processes, ensuring favorable outcomes and continual improvement.
* Evaluate and advise on the financial impact of strategic and long-range planning, introduction of new programs/strategies and regulatory action.
* Enhance and/or develop, implement and uphold financial policies and procedures of the organization that will improve the overall operation and effectiveness of the agency.
* Support program staff in financially managing their contracts, program budgets and program activities.
* Informs the President and CEO and Board of Directors of financial and operational issues on a timely basis. Identifies obstacles and risks to the financial or operational health of the agency. Assists in developing risk mitigation strategies to address contingencies that may arise.
* Optimize the handling of bank and deposit relationships and initiate appropriate strategies to enhance cash position.
* Manages the accounting system (QuickBooks) and any processes/systems in which data is imported into or exported from this system.
* Be an advisor, from the financial perspective, on any contracts into which the organization may enter.
* Manage and complete all aspects of accounts payable and accounts receivable process.

**Leadership**

* Clearly articulate organizational goals for financial and programmatic stability and growth; motivate and inspire others to support the vision and enthusiastically model the values of the organization.
* Maintain strong and effective internal relationship with the Board and staff.
* Foster a culture of cooperation and mutual respect among staff; supporting programs to be effective, efficient and impactful in their work.
* Provide opportunities for staff to learn about and contribute to the budgeting process.
* Responsible for leading the finance and operations of the organization in a manner that supports and guides the organization’s mission as defined by the Board of Directors.
* Responsible for communicating effectively with the Board by providing, in a timely and accurate manner, all financial information necessary for the Board to function properly and to make informed decisions.
* Provide support activities for the Board, such as participating in the Finance Committee meetings, or other Committees as requested.
* Support a respectful, inclusive work culture and environment to engage and support all employees. Act with intention to create and promote equity within the organization.

**QUALIFICATIONS:**

**Assets of most interest to the hiring committee include the following:**

* BA in accounting or finance preferred; CPA a plus or comparable work experience
* Experience working with nonprofits in a financial leadership position is strongly preferred
* Personal qualities of integrity, credibility, trustworthiness, and unwavering commitment to the organization’s mission; a proactive, hands-on strategic thinker who will own the responsibility for finance and administration
* Solid experience coordinating audit activities and managing reporting, budget development and analysis, forecasting, accounts payable and receivable, general ledger, and accounting for investments
* Technology savvy with advanced knowledge of accounting and reporting software, including QuickBooks for Nonprofits
* 5+ years’ experience in leadership positions, either in community, a volunteer position, or past employment.
* Keen analytic, organization, and problem-solving skills, which allows for strategic data interpretation vs. simple reporting
* Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to leadership team, board, or other outside stakeholders
* Ability and desire to translate complex financial concepts to individuals
* Capacity to work cross-culturally to achieve understanding and results. Ability to establish and maintain trust readily with a diverse set of partners
* Demonstrated understanding of culture and history as a foundation for building strategies in cultural communities
* Excellent oral and written communications skills
* Competent computer skills including Microsoft Office programs (Excel, Word, and PowerPoint). Design skills a plus.

**BENEFITS:**

Nexus offers medical, dental and vision insurance with premiums paid for individuals and family members at either 90% or 80% dependent on chosen plan. In addition, we offer life, short-term disability and long-term disability insurance with premiums paid in full. Benefits also include: Paid time off each year (earned on an accrual basis), 12 paid holidays, health club benefits, Wellness Bucks & Wellness Hours and participation in an employer matched 401k plan. Nexus also provides professional development funds to all staff.

**TO APPLY:**

Please submit a resume and cover letter via email subject line: *Application Director of Finance*. Please label each document with your first and last name and mention how you found out about the position. In addition, in your cover letter, please explain what motivates you to work with Nexus Community Partners, and how your experience, skills and commitment will advance our work to create more engaged and powerful communities of color.

Email: [Jobs@nexuscp.org](mailto:Jobs@nexuscp.org)

Attn: Karen Law, Director of Human Resources (An email confirmation will be sent upon receipt of your application)

Phone: *651-289-7025*

Website: <http://www.nexuscp.org>

*The hiring committee will review resumes as they are submitted and will remove the posting once hired.*

**NEXUS IS AN EQUAL OPPORTUNITY EMPLOYER**

**Black, Indigenous, People of Color (BIPOC) and LGBTQIA+ individuals are strongly encouraged to apply.**