

POSITION: Finance Manager
HOURS: Part-time Non-Exempt
SALARY: \$35/hour
REPORTS TO: Executive Director

About the Organization

The Minnesota Indian Women's Sexual Assault Coalition (MIWSAC) is a state-wide Tribal sexual assault coalition, working to support advocates and survivors in Minnesota since 2001. Over the last 20 years, our work has expanded to providing training, technical assistance, and support around sexual assault and sex trafficking across the country. We provide culturally-led training and support to communities, as well as work towards shifting policy and societal structures. While our work is led by Indigenous values and decolonizing practices, we also know our work is inextricably linked to other anti-oppression work. MIWSAC centers our work in healing and social justice principles, the voices & needs of survivors/communities, and using our Traditional ways to best support Indigenous survivors.

POSITION PURPOSE: The Finance Manager is responsible for supporting the overall accounting of the Minnesota Indian Women's Sexual Assault Coalition within the policies established by the Executive Director and the Circle Keepers. This position will work closely with our external accounting firm. The Finance Manager is responsible for finance, accounting, budgeting, account reconciliation, grant compliance for state, federal, and foundation grants, and human resource benefit administration. The Finance Manager will support all accounting activities related to income auditing, accounts payable processing, accounts receivable, budgeting, reporting, and payroll.

QUALIFICATIONS:

- Applicants must have knowledge of finance, accounting, budgeting, and cost control principles including generally accepted accounting principles.
- Strong Knowledge of QuickBooks financial software.
- Knowledge of federal and state financial regulations.
- Ability to analyze financial data and prepare financial reports, statements, and projections.
- Knowledge of federal, state, and foundation grant accounting guidelines and reports.
- Bachelor's degree or equivalent work/life experience required.
- Experience with developing and accessing resources.
- Strong computer/technical skills preferred.
- Ability to work flexible hours.
- Applicants must have working experience and knowledge of the American Indian community.
- Support for and adherence to MIWSAC's mission.
- Applicants must exemplify professional conduct.

DUTIES AND RESPONSIBILITIES:

- Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.
- Establish, maintain, and coordinate the implementation of accounting and accounting control procedures.
- Analyze, prepare, and review budgets and expenditures for local, state, federal, and private funding, contracts, and grants.
- Monitor and review accounting and related system reports for accuracy and completeness.
- Responsible for preparing and processing payroll for all employees.
- Prepare and review budget, revenue, expense, payroll entries, invoices, and other accounting documents.
- Explain billing invoices and accounting policies to staff, vendors and clients.
- Resolve accounting discrepancies.
- Recommend, develop, and maintain financial data, computer software systems and manual filing systems.
- Supervise the input and handling of financial data and reports for the company's automated financial systems.
- Interact with internal and external auditors in completing audits.
- Work with the Executive Director, Operations Director, and Keeper of Finances to draft an annual operating budget, maintains monitoring of the budget, and when appropriate; recommends budget revisions.
- Maintain the agency's financial records along with the Executive Director in order to obtain an annual audit.
- Work with the Executive Director to maintain the agency's business insurance; including general property/liability insurance, directors and officers liability, and workers compensation.
- Prepare and submit monthly and quarterly financial reports to funding agencies.
- Ensure that the organization effectively markets itself and programs to funders.
- Responsible for the financial management and the financial writing of government and foundation grants.
- Work with the Executive Director to submit IRS reports.
- Work with the Executive Director to oversee Human Resource Benefit Administration.

ADDITIONAL INFORMATION:

Location is based out of our St. Paul, MN. offices. Some remote work is possible.

TO APPLY:

Please send resume & cover letter to jscoggin@miwsac.org. Applications will be reviewed on a rolling basis, with priority deadline of November 30, 2021.