

# MINNESOTA INDIAN WOMEN'S SEXUAL ASSAULT COALITION

1619 Dayton Ave Suite 202 • St. Paul, MN 55103

## Finance Manager

### Full-Time Exempt Position

#### 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 violence cross the country. 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 & social justice principles, the voices & needs of survivors/communities, and using our Traditional ways to best support Indigenous survivors.

#### About the Position

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. 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. This position will work closely with our external accounting firm as well as internal MIWSAC staff to complete these tasks.

We are wanting someone to join our team who loves all things financial, has an eye for details, knows the world of non-profit funding, and understands how the financial side of things is integral to our current work and future vision!

#### CORE 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.

**Core Responsibilities, continued:**

- 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, maintain monitoring of the budget, and when appropriate; recommend 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 & 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 & the financial writing of grants.
- Work with the Executive Director to submit IRS reports.
- Work with the Executive Director to oversee Human Resource Benefit Administration.

Other duties as needed, which may include internal projects, work with outside partners/contractors, and additional things as they arise.

**Ideal 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.
- 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.

*\*Please apply even if you feel you do not meet ALL of the qualifications. We will be holistically looking at all candidates even if some qualifications are not met. MIWSAC strives for equitable hiring and we know that many women and BIPOC people historically don't apply to jobs if they are missing qualifications.*

**Other Information:**

This position will report to the Executive Manager. This position will be primarily located at our office in St. Paul, with the opportunity for some remote work.

Salary range: starting salary will be between \$70-75,000 based on qualifications, experience, and other factors. MIWSAC offers a full package of benefits including health & dental insurance, matching retirement, investment in personal development, and an expansive time off policy.

**To Apply**

Please email a resume & cover letter to [jscoggin@miwsac.org](mailto:jscoggin@miwsac.org). We are seeking to fill this position as soon as possible, and are accepting applications until the position is filled. Priority will be given to applications received by June 10, 2022.