



Position Description

Job Title: Financial Manager

Purpose: To manage finance, human resources, risk management and compliance activities of the council.

Reports to: Vice President of Operations

Essential Functions

1. Responsible for managing the council finances to facilitate the advancement of Camp Fire programs and services.
 - Ensures complete and up-to-date operating procedures for all accounting and financial controls.
 - Assist in the development and implementation of budgeting tools and methodologies.
 - Develop fiscal controls and the achievement of annual budgets approved by the board.
 - Responsible for coordination of investment management, cash management, financial planning and forecasting.
 - Provide analyses of the council's financial situation and modeling to facilitate strategic planning.
 - Work with the VP of Operations to coordinate relationships with the finance and audit committees of the board, as well as with the council's financial institutions, and the national Camp Fire organization.
 - Develop and use forward-looking, predictive models and activity-based financial analyses to provide strategic insight into the organization's operations and business plans.
 - Performs related work as required.
2. Responsible for managing accounting procedures and controls to ensure high quality and accurate financial records.
 - provide information to Operations Director regarding accounting practices and procedures
 - Perform professional non-profit accounting work, including auditing, analyzing and verifying fiscal records and reports
 - Reconcile general ledger accounts
 - Prepare year-end audit reports and schedules
 - Provide technical advice to council staff
 - Prepare and provide senior management and the board with financial and statistical reports and projections in formats that are both usable and understandable for a variety of audiences
 - Serve as a responsible and authoritative financial expert for the organization.
 - Ensure the council's compliance with all reporting entities, including an array of foundation and government funders.
 - Manage department finances and record keeping.
 - Manage all accounts payable.
 - Performs related work as required.
3. Responsible for human resource management and payroll administration.
 - Manage payroll administration: bi-weekly timesheets, payroll tax and benefit deductions and liaison with third party administrator.
 - Manage personnel records, benefit administration, and other personnel procedures.
 - Oversee review and revision of personnel policies, compensation and benefit plan.
 - Ensure effective implementation of personnel policies.
 - Ensure that new employees receive timely and appropriate orientation to council policies and procedures.
 - Performs related work as required.
4. Ensures the existence of appropriate risk management policies and procedures for staff and volunteers.
 - Review operational and program practices for risk; develop and/or revise policies to mitigate agency risk.
 - Responsible for annual renewal of all insurance policies, including reviewing agency exposures and adjusting coverage as needed.
 - Conduct RFP as needed to purchase insurance services.
 - Performs related work as required.

5. Responsible for contract and grant administration.
 - Participate in proposal development, particularly development of the budget.
 - Provide direction to program staff on financial management of program contracts.
 - Work with program staff and funders in contract /grant management and financial reporting.
 - Monitor agency compliance with requirements of contract and grant sources, and implement changes as necessary.
 - Perform related work as required.

Knowledge, Skills, and Abilities Required

Education

- Bachelor's degree in accounting, financial management or related field required, advanced degree preferred.

Experience

- Three to five years of experience in the accounting department required.
- Experience overseeing human resources, including payroll preferred.
- Experience in nonprofit sector preferred.

Skills

- Experience with both SAGE MIP and QuickBooks.
- Thorough understanding of nonprofit accounting, bookkeeping, and financial management.
- Significant experience in budget development and management.
- Excellent attention to detail and ability to work with numbers.
- Excellent organizational skills, including the ability to manage multiple projects simultaneously.
- Excellent written and personal communication skills.
- Ability to work in an environment of shifting priorities and competing demands.
- Demonstrated ability to work well with staff and volunteers.
- Must be self-directed and capable of operating in a cooperative work environment.
- Commitment to and understanding of asset-based youth development programs.
- Able to work evenings and weekends as necessary.

Physical and Mental

- Ability to effectively handle high-stress situations and long hours including evenings and weekends is required.
- Individual must be able to travel throughout the area on a regular basis in all types of weather during daylight and at night.
- Must be able to lift up to 40 pounds.

Salary and Benefits

Salary range between \$40,000 to \$50,000, dependent on qualifications and experience. Full-time employee. Competitive benefits package.

Application Process

Submit a cover letter, resume and 3 professional references.

Applications may be submitted by email at hr@campfireusa-mn.org; by fax at 612-285-6225; or by mail at:

Camp Fire USA Minnesota Council
Attention: Human Resources – Financial Manager
3100 W. Lake Street, Suite 100
Minneapolis, MN 55416

Applications will be accepted until July 16, 2010.