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Position Announcement:

Finance Manager

(20 hours per week)

Position Description and Desired Qualifications

The Finance Manager (part-time 20/hours a week) is responsible for the overall functioning of the accounting process in fun, growing environmental nonprofit. This is a great workplace for an experienced financial manager with nonprofit familiarity and an interest in river conservation. The position has the potential to grow in hours as the organization grows.

Responsibilities

The Finance Manager will report to the Executive Director and have responsibility for the following duties:

- Manage the accounting system to ensure timely, accurate processing of all transactions, and timely, valid financial reporting.
- Continually refine the accounting system in keeping with organization's growth, funders' requirements and GAAP regulations.
- Ensure that the accounting system meets security and privacy standards.
- Ensure the accuracy, completeness, and timeliness of financial reporting.
- Prepare financial statements, analysis and year-end forecasting for the Board of Directors and staff.
- Manage and coordinate the annual budget process working closely with the executive director, other key staff and the Board of Directors.
- Create and maintain cash-flow analysis and net revenue projections as needed.
- Coordinate and assist with the preparation of the annual financial statement, audit and 990.
- Prepare project-based expense reports and assist with project billing as needed.
- Optimize systems for grant & contract reporting, and support those functions in various ways including calculating annual hourly rates and producing project-specific reporting.
- Work with Finance Committee of Board of Directors to best meet financial information needs of Directors and ensure that financial intentions of Board are carried out.
- Work with Finance Committee of Board of Directors to effectively manage the organization's investments and maintain relationships with the organization's financial partners.
- Maintain accounting related to payroll and benefits administration, including all employee-payable accounts.
- Reconcile checking account with bank statements, and other accounts in conjunction with month-end close.
- Track and reconcile all restricted income activity.

Additional Areas of Responsibility:

- Maintain effective communication with staff, keeping them informed and up-to-date with accounting processes as well as handling payroll/benefit inquiries.
- Work closely with the Director of Development to ensure timely tracking and reporting of financial data.
- Work with Program Directors to keep all program-related financial plans and documents accurate and current.
- Manage cash flow and balances among accounts to ensure optimal balance between liquidity and interest earnings.
- Ensure that FMR's coverage for Worker's Compensation/Employer Liability, Property, General Liability, and Directors' and Officers' insurance is current and appropriate for the organization's risk.
- Manage the organization's benefits administration.
- Maintain the organization's insurance coverages.
- Handle all 3rd party reporting including 1099's, sales tax-related, lobbyist reporting (State and Federal), worker's compensation audits, and various others.
- Participate in various organization-wide activities such as the Mississippi River Challenge event, staff meetings, strategic planning meetings and other general organization functions.

Supervisory Responsibilities:

The Finance Manager supervises the part-time bookkeeper.

Other Performance Criteria:

1. Positive contribution to team-oriented work environment.
2. Attention to accuracy and detail in routine work.
3. Sound judgment with ability to balance independent action with adequate communication with the Executive Director.
4. Creative and efficient use of time and resources in planning and managing various responsibilities.
5. Positive working relationships with FMR staff, partners and other outside parties.

Qualifications*Minimum*

- B.A. or B.S. degree in accounting, C.P.A. preferred.
- 3+ years of nonprofit accounting experience.
- Demonstrated interpersonal, oral and written communication skills.
- Strong understanding of current practices in Generally Accepted Accounting Principles and Not-for-Profit accrual accounting, including restricted revenue structures and in-kind contributions.
- Experience with project-related accounting, costing and billing; and entity-based reporting systems.

- Strong organizational skills including the ability to plan work, meet deadlines and balance multiple projects and objectives.
- Thorough knowledge of Microsoft Excel and QuickBooks Pro, familiarity with the Mac OS or willingness to learn it.

Organizational Overview

With over 1,500 members, 3,000 volunteers, 17 active board members, and nine full-time and eight part-time staff, Friends of the Mississippi River is a leading citizen organization working to protect and enhance the Mississippi River in the Twin Cities metropolitan area. Our three-fold approach to our mission embraces the goals of improving water quality, protecting riverfront land, and cultivating river corridor stewardship by introducing people to the river through a variety of educational, recreational, and volunteer events. The organization's annual budget for 2008 is approximately \$1.5 million.

Compensation

\$30,000 – \$35,000 per year, commensurate with experience. Benefits include paid health and dental insurance (pro-rated), generous paid time off and a monthly parking/transit allowance.

Equal Opportunity

Friends of the Mississippi River is an equal opportunity employer. Women and people of color are encouraged to apply.

To Apply

Send a cover letter summarizing your interest in and qualifications for the position, along with a résumé and the names and phone numbers of three professional references to:

Ms Michele Bevis
Friends of the Mississippi River
360 North Robert, Suite 400
Saint Paul, MN 55101

Application materials will also be accepted electronically at: mbevis@fmr.org

Application Deadline

Submit application by September 5, 2008. The desired start date is on or before September 29, 2008. The position will remain open until filled.

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