

JOB DESCRIPTION
UNITED WAY OF CENTRAL MINNESOTA

Job Title: Finance Director
Status: Full Time (40 hours) Exempt
Supervisor: Vice President of Finance & Operations
Work Week: Flexible Hours and Hybrid Office Schedule

GENERAL

The Finance Director is responsible for accurate financial reporting through execution of accounting functions within the organization.

KEY AREAS OF RESPONSIBILITY

Accounting & Technical Skills

- Understanding of general accounting principles and non-profit reporting
- Proficient in working with Excel including, but not limited to: General Use; PivotTables; VLookups; Concatenate; Advanced Formulas and Formatting
- Experience working with QuickBooks or other similar accounting software.

Accounting & Financial Reporting

- Manage day-to-day accounting functions including: accounts receivable/payable, cash receipts, investment reporting, and other general journal reporting
- Works closely with finance staff and resource development team to ensure accuracy of accounts receivable reporting. Facilitates collection process and sends out timely invoices.
- Reconciles bank and investment accounts on a monthly basis
- Evaluates balance sheet accounts at month end for accuracy of balances.
- Prepares accurate and timely financial statements for the VPFO to review and present to the Finance Committee
- Maintains necessary internal control practices and procedures
- Reviews financial data prepared through CRM system for accuracy
- Makes bank deposits as needed
- Processes checks for grant contracts, donor designations, and operating expenses
- Completes ancillary worksheets to reconcile grants, program funds, credit card transactions, etc.
- Prepares monthly grant reporting for community impact leadership
- Facilitates annual budget process for entire organization

Data Base Reporting

- Processes pledges, facilitates setup of e-pledge & web donations, and completes transactions in a timely and accurate manner.
- Reviews campaign and accounts receivable envelopes for accuracy, provides training as necessary, and closes pledge envelopes
- Manages accuracy of donor accounts including demographic, finance, and web portal
- Understanding different revenue streams and applicable reporting
- Provides on-demand reporting from CRM system to staff as requested.
- Assists VPFO with Data Base II reporting for United Way World Wide.
- Processes adjustments to pledge/revenue in Andar as necessary

General

- Supports all functions of business administration, finance, & operations.
- Maintains procedural and training documentation in finance files
- Facilitates training with staff on procedures and reporting processes, as needed

Required Competencies

- Ability to solve problems quickly and effectively
- Highly organized with strong attention to detail
- Capacity to handle multiple projects simultaneously
- Willingness to take on other responsibilities as needed to support the overall goals of the organization
- Demonstrates the ability to share ideas and works well with others. Will ask questions, provide feedback, and respond to others in a way that shows compassion and attentiveness
- Ability to complete highly responsible work with minimal supervision
- Strives for innovation and looks for ways to continually improve processes
- Conducts independent research on issues for continued growth and is capable of problem solving with minimal direction
- Leadership skills, including driving impact across teams

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time with or without notice.

Finance Software Systems Used by UWCM

- Andar (CRM System)
- Quickbooks

UNITED WAY OF CENTRAL MINNESOTA

JOIN THE FIGHT.

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MINIMUM QUALIFICATIONS

- Bachelor's Degree in Accounting
- CPA (Preferred)
- Microsoft Excel (5+ Years)

Please send any applications or questions to Brittany Prellwitz, VP of Finance & Operations.

Brittany Prellwitz, CPA, MSA

Vice President of Finance & Operations

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