



Position Announcement

Finance and Administration Director

Hearth Connection is an innovative non-profit working to end homelessness. Hearth Connection works collaboratively with government, service providers, foundations, housing organizations, and the people who obtain housing as a result of Hearth Connection's work. Please, visit our website at www.hearthconnection.org.

Position Purpose

The Finance and Administration Director performs all accounting functions for the Organization, is responsible for all aspects of budgeting and financial compliance, oversees personnel benefits and facilities management, and provides fiscal analysis to the executive staff and board. This is a senior management position reporting to the Executive Director.

Principal Responsibilities

- **Manage accounts** for supportive housing service funds (including Medical Assistance), rental assistance, foundation grants and other revenue and expenses.
- **Manage assets and liabilities** including temporarily and permanently restricted net assets.
- **Design, implement, and monitor the accounting system** to assure that there are adequate internal controls to safeguard agency assets and that financial operations proceed smoothly.
- **Supervise tracking and processing of accounts payable, accounts receivable, and payroll.**
- **Prepare and analyze all financial reports**, including general ledger, income statements, balance sheets, cash flow statements, reports to foundations and governmental agencies.
- **Direct and coordinate development of revenue and expense budgets** for current and proposed changes in services, and assist in budget negotiations as needed.
- **Oversee annual audit and tax return preparation.**
- **Manage all purchasing and leasing of assets.** Assure capital asset needs are identified and budget for acquisition, purchase, maintenance and disposal.
- **Manages cash disbursements** including: invoices, coding, check requests, monthly bills, and billings.
- **Manage the review and purchasing of all insurance and employee benefits.**
- **Develop and maintain sound written financial and staff policies and directives.**
- **Suggest methods to improve** planning, operations and reimbursement methodologies, as appropriate and consistent with cost containment.
- **Conduct training** for provider partners on financial reporting expectations and payment processing.
- **Supervise and develop office manager**, including conducting employee performance evaluations and salary review as scheduled.
- Other duties as assigned.

Each year the Finance and Administration Director, in consultation with the Executive Director, will set specific goals to carry out these responsibilities.

Attributes Expected of All Employees

- **Initiative:** Demonstrates initiative and leadership; takes responsibility for outcomes; motivates others; is results focused.
- **Relationships:** Builds trust based relationships; supports teamwork and collaboration. Anticipates, understands and meets the needs of Hearth Connection stakeholders/ customers/participants, and seeks to incorporate their feedback regularly.
- **Values:** Acts fairly and with honesty and integrity; manages community investments in Hearth Connection responsibly. Promotes a diverse environment in which people recognize and achieve their own potential and appreciate the perspectives and contributions of others.
- **Decision making:** Uses data for decision making; analyzes issues; is persistent and creative in problem solving; handles complexity well.
- **Communication:** Demonstrates an understanding of Hearth Connection service model and the role of an intermediary, conveys the mission and inspires others; expresses ideas and information accurately and concisely, in writing and orally, and listens well to others.

Required Qualifications

- Demonstrated leadership ability including supervisory experience, and experience working in collaboration with multiple parties with diverse interests.
- Programmatic leadership experience including policy development, management and/or supervision of staff.
- Excellent organizational and oral and written communications skills.
- Ability to manage projects independently and effectively prioritize multiple tasks.
- Ability to identify trends, and collaboratively develop strategies to address those needs.
- A Bachelor's Degree in accounting, finance or business administration.
- Five or more years work experience in finance or accounting, with increasing levels of responsibility.
- Comprehensive knowledge of fiscal management and accounting practices. A Certified Public Accountant is preferred.
- Demonstrated accounting skills. Experience with the unique financial concerns of a nonprofit corporation and applicable regulations preferred.
- Experience in public grant management and Federal/State compliance reporting requirements.
- Knowledge of variables that influence the budget and the ability to plan operations by estimating agency income and expenses.
- Knowledge of personnel administration including regulations and legal requirements of employers.
- Strong influencing skills both within and outside the organization. Ability to drive consensus.
- Strong computer skills and experience with accounting software and Windows-based applications, including Microsoft Word and Excel. Prefer experience with Quickbooks and Microsoft Access, or similar programs.
- Eagerness and ability to be proactive and demonstrate grace under pressure.
- Ability to contribute to the team approach of the organization. Ability to support the contributions of other members of the team.
- Ability to maintain confidentiality of sensitive materials and information.

The knowledge base and expertise required for this position may be acquired by a combination of education and work experience.

Must be able to travel within the twin cities on a regular basis and within the state and country occasionally to build relationships and accomplish work objectives. This position requires public speaking and the ability to regularly use the computer and telephone.

The statements above are not intended to list all functions and qualifications of this position. Rather, they provide a general framework of the requirements of the position.

Hearth Connection is committed to affirmative action and to a policy of equal treatment and opportunity in every aspect of its relations with staff members and prospective employees and will not discriminate against applicants for employment because of race, creed, color, national origin, age, disability, marital status, sex or sexual orientation. Hearth Connection encourages applicants representative of the culturally and ethnically diverse communities Hearth Connection serves.

Curious? Interested?

Send resume to

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