



**Position:** Director of Finance and Administration

**Department:** Administration

**Reports To:** Executive Director

**FTE:** 1.0+

**FLSA Status:** Exempt

The International Institute of Minnesota helps New Americans achieve self-sufficiency and full membership in American life. For 100 years, the Institute has delivered vital services and resources to help New Americans successfully transition to life in Minnesota.

Through employment services, social services, immigration assistance and English-language education, the Institute helps New Americans realize their talents and ambitions.

**Position Description:**

Embraces the Mission (listed above) of the Institute. Works closely with the Executive Director in management of the organization. This position provides financial and strategic oversight and guidance for the organization. Responsible for Financial Management, Financial Systems, Information Systems, Human Resources, and Building Management. Supervises Financial/Administrative Assistant, IT Assistant and Custodians. This position will also support the capital campaign currently underway including the building committee.

**Duties:**

- Financial Management
  - Accounts Receivable and Accounts Payable
  - Annual audit with outside audit firm
  - Institute annual Budget and assisting with program budgets for grant applications
  - Monthly financial reporting to funders
  - Investment Management
  - 401k administration
  - Oversee the Finance and Administration committee and the policies and procedures for the committee
- Human Resources - including processing payroll and healthcare benefit, workers compensation and unemployment benefits and oversee implementation of HR policies
- Strategic Planning and implementation with Leadership Team
- Information Systems (including Financial and Institute CRM Database)
- Building Management (building use, rental and maintenance)
- IT Management
- Attend Board meetings and oversee the Finance committee with the ED
- Support the capital campaign and related committees
- Oversight of Festival Of Nations finances during the event
- Other duties as assigned and needed

**Experience and Qualifications:**

- Bachelors Degree in Accounting
- 10 years Financial Management and accounting experience (minimum), preferred in non profit sector
- Experience with Fund accounting – Government, Foundation and Corporate Grants.
- Proficient in Excel and other Microsoft software
- Knowledge of Sage Financial software and Neon Software
- Knowledge and experience with Microsoft Dynamics CRM program
- Solutions oriented; ability to creatively problem-solve
- HR and/or Payroll experience
- Experience with ADP payroll system or similar system
- Positive attitude and team player
- Strong communication, organization, and time management skills
- Impeccable record of integrity and the highest ethical standards
- Commitment to confidentiality
- Ability to be flexible and supportive of all the IIM staff
- Must pass a IIM background and credit check
- Generally candidates should be willing and able to report to the International Institute of Minnesota office to address exigencies with approximately 30 minutes notice.

**To apply:** Submit **cover letter and resume to Carol Garbisch via email (cgarbisch@iimn.org).** ***No phone calls or walk-ins please.*** Position is open until filled.