



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, and Building Management. Supervises Financial 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
 - Payroll processing, healthcare benefits, worker compensation, unemployment benefits and 401k administration
 - Annual audit with outside audit firm
 - Institute annual Budget and assisting with program budgets for grant applications
 - Monthly financial reporting to funders
 - Investment Management
 - Oversee the Finance and Administration committee prepares and presents supporting documents and its policies and procedures

- Supports staff with program budgets and financial leadership
- Communicates regularly with Executive Director
- Strategic Planning and implementation with Leadership Team
- Information Systems Management (including Financial and Institute CRM Database)
- Building Management (building use, rental and maintenance)
- 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 minimum
- 5+ 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
- Experience with ADP payroll system or similar system
- Positive attitude and team player
- Strong communication skills, 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 Institute staff
- Must pass Institute background and credit check

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