



INTERNATIONAL INSTITUTE
of Minnesota

Position:	Director of Finance
Department:	Administration
Reports To:	Executive Director
Salary Range:	\$130,000 – \$135,000 annually
FTE:	1.0
FLSA Status:	Exempt

Organizational Overview: The International Institute of Minnesota is a dynamic organization that provides services to maximize the talents and opportunities New Americans bring to our state. The Institute assists low-income New Americans in their transition to a new homeland by providing comprehensive services for successful integration. The Institute serves more than 3,000 New Americans annually through a continuum of support, from new arrival integration, initial employment placement through to career advancement and U.S. Citizenship attainment. Programs are divided into three primary areas: Refugee Services, Education and Employment Training Services and Immigration Services. The Institute also provides advocacy for policy reforms and systems change that improve opportunities for New Americans to move their lives forward.

Position Description:

The Director of Finance is responsible for financial leadership and management within the organization. The position works closely with the Executive Director, Department Directors, and Program Managers to provide sound and strategic financial direction for the organization. The position is responsible for all financial management and systems along with managing a full-time Financial Assistant who supports the Director of Finance. This person embraces the mission of the organization, thrives in a multicultural setting, and has experience working with nonprofit finance.

Finance Director Duties:

- Coordinates the preparation of the Annual Audit with an outside audit firm
- Leads preparation of the Institute’s annual budget and monthly reporting to track budget progress
- Assists Program Managers and all Directors with program budgets for grant applications
- Prepares Accounts Receivable and Accounts Payable
- Prepares monthly financial statements for leadership
- Prepares monthly financial dashboard reports for Executive Director, Associate Director, Senior Directors, Department Directors, and Program Managers
- Prepares timely reports to all funders and attends all site visits, as needed—government, foundations, principal donors, etc.

- Approves payroll processing prepared by the Financial Assistant, workers compensation, unemployment benefits, and 401(k) administration
- Manages the Institute's investment accounts
- Oversees the Finance and Administration Committee of the Board of Directors – prepares financial reports in a timely manner (statement of activities and financial position, and investment report), regularly communicates with committee chair, prepares committee's policies and procedures, prepares supporting documents, and attends all Finance and Administration Committee meetings
- Attends all Board of Director meetings, and reports on financial matters, as needed
- Maintains regular communication with Executive Director
- Participates as a member of the Leadership Team, including strategic planning and implementation, as well as day-to-day operations
- Other duties as assigned and needed

Experience and Qualifications:

- Bachelor's Degree in Accounting minimum
- 7+ years Financial Management and Accounting experience in the nonprofit sector
- Thrives in a diverse environment and has cross-cultural skills
- Has the skills to see the macro needs of the organization while also excellent at the details required for successful accounting and finance
- Experience with Fund accounting – Government (Federal and State), Foundations, Corporate, Donors
- Proficient in Excel and other Microsoft software and has produced dashboard reports and program reports that are useful for Board members and staff
- Knowledge of Sage Financial and Neon Software
- Solutions oriented, ability to creatively problem solve with Directors and Managers
- Experience with ADP payroll system or similar system
- Has a strong track record of meeting deadlines and performance metrics
- Experience working with program staff and teams
- 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 Institute staff
- Fully vaccinated and bivalent boosted for COVID-19

EEO Statement:

International Institute of MN is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

To apply: Submit **cover letter and resume to Dana Onato-Pannkuk via email** (donato-pannkuk@iimn.org) **with “Director of Finance Application” in the subject line. No phone calls or walk-ins please.** Position is open until filled.