



Job Description

Title: Director of Finance & Administration

Reports To: Executive Director

Percent Time: 100%

Status: Full-time, exempt, eligible for benefits

Salary: \$80,000

Location: Fully remote, with occasional in-person activities in the Twin Cities Metro.

Application Deadline: July 21, 2023

MRAC welcomes qualified applicants to apply for this position regardless of their race, color, religion, creed, sex, sexual orientation, gender identity, age, marital status, national origin, status as a documented alien, or status as a qualified individual with a disability or protected veteran. Individuals who are Black, Indigenous, People of Color, People with Disabilities, and/or Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual/Agender, Two-Spirit (LGBTQIA2+) are encouraged to apply.

Organization Summary: The MRAC is a nonprofit organization serving formal and informal groups with annual arts programming expenses of less than \$400,000, and artists in Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington counties. The MRAC is one of eleven regional arts councils throughout the state of Minnesota that are funded by an appropriation from the Minnesota Legislature, the Legacy Amendment Arts and Cultural Heritage Fund, and by The McKnight Foundation.

MRAC's mission is to increase access to the arts in 7-county metropolitan area communities by providing information, organizational support and grants. It is MRAC's vision that artists, arts organizations and arts activities thrive; that art is integrated into the fabric and identity of every community; and that public value of the arts is understood, acknowledged and acted upon by community members, leaders and policy makers.

Our Culture: The MRAC board and staff is made up of artists, arts and cultural leaders, and community members that are committed to developing an organizational culture and practices that promote equity and accessibility in our funding system. We do this through a highly collaborative process that requires every staff member to contribute to the analysis and strategic direction of our work, as well as carrying out the programmatic and administrative responsibilities of the daily work. We operate within a culture of trust, respect and critical discourse that keeps us evolving and relevant to the changing needs of our community.

Position Summary:

The Director of Finance & Administration is responsible for the leadership, management, and accountability of MRAC's financial, and administrative processes including implementing all general accounting, managing the daily financial, administrative, human resources, and

operational activities. This position also maintains and manages a highly effective grantmaking system through external and internal communications, and information management, including processing all funding requests and awards/denials.

Responsibilities

2. Financial Management & Accounting (45%)
 - A. In partnership with the Executive Director, draft annual and mid-year budgets with projected Minnesota State Arts Board (MSAB) formulas
 - a. Prepare narrative description of budget for Board review and approve.
 - B. Monitor cash flow and budget
 - a. Create monthly budgets, cash flow projections, and fiscal year allocated expense statements for the MSAB.
 - C. Manage accounts payable that includes tracking expenses, preparing and coding expense reports and credit card logs, staff expense reimbursement, preparing checks and grant award payments and recording entries in Quickbooks.
 - D. Manage accounts receivable that includes tracking income, depositing checks, recording returned and voided checks, reissuing new checks, handling return of funds and communicating with MSAB when necessary.
 - E. Maintain all financial records, including general ledger, journal entries, and depreciation schedules.
 - F. Prepare monthly financial reports and reconcile grant software funding data reports with accounting software data reports.
 - G. Assist in preparation of financial reports needed for the annual audit. Work with auditor staff to complete the financial audit and 990 form.
 - H. Work with MSAB financial staff to complete the annual reconciliation.
 - I. Complete 1099 reports for year end reports for vendors.
 - J. Work with staff to ensure programs are operating within established budget guidelines.
 - a. Create expense and budget reports for programs and project planning.
 - b. Provide up-to-date expense reports to staff for program expense monitoring.
 - K. Manage all expense accounts, including online accounts.
 - L. Manage organizational insurance plans, including reporting, expenses and refunds.
 - M. Prepare reports, allocate overhead expenses, and complete related financial tasks to close the fiscal year end.
 - N. Provide MRAC finance training for board & staff
 - O. Participate in Finance Committee and Policy Committee
 - P. Review the bank statements and prepare monthly financial statements including balance sheets, profit and loss statements, and budget to actual reports for board approval
 - Q. Write the treasurer's narrative report for the Board
3. Human Resources Management (25%)

- A. Coordinate employee benefits administration, and work with benefits broker to recommend purchase and renewal of insurance contracts to Executive Director.
 - B. Manage Flexible Spending Account products.
 - C. Manage payroll, deductions, and related reports, including quarterly payroll report for Forum employee.
 - D. Draft and manage any personnel forms, including wage theft forms.
 - E. Act as retirement plan sponsor, which includes related reporting for all plan participants and completing the 5500 and 8955 reports.
 - F. Complete the workers compensation annual audit and plan renewal.
 - G. Manage unemployment insurance, including requesting credit refunds.
 - H. Manage employee timesheets and paid time off balance sheets.
 - I. Work with the Executive Director on completing forms for any employee's leave of absence.
 - J. Work with Executive Director to:
 - a. Update employee handbook annually.
 - b. Develop job descriptions, staff structures, and personnel budgets.
 - K. New staff:
 - a. Manage applications, interview schedules, communications, participate in interviews, and provide input on hiring.
 - b. Draft offer letters, complete new hire paperwork.
 - c. Enroll staff in insurance plans, retirement, and related benefits.
 - d. Develop onboarding plans and training schedules for new staff.
 - e. Prepare office, acquire technology, furniture and other necessary equipment and supplies for new staff.
 - L. Outgoing staff:
 - a. Administer COBRA and manage insurance coverage.
 - b. Manage last paycheck, vacation hours, etc.
 - c. Collect technology, reset passwords / manage online accounts, change phone access.
4. Grants Management (20%)
- A. Determine the allocation of MSAB funding for grant awards.
 - B. Coordinate the disposition of all grant applications, correspondence and notification to applicants and grantees.
 - C. Manage communication with grantees on reporting requirements and grant award agreements.
 - D. Assist with grant program changes and eligibility changes.
 - E. Maintain accuracy and integrity of grant data with grants management system.
 - F. Design and create reports in grants interface to pull required data.
 - G. Work with Executive Director to create and maintain MRAC's data dashboard.
 - H. Prepare data reports for the MN State Arts Board and other funding sources.
 - I. Coordinate the revision and publication of MRAC annual grants application guidelines and grant interfaces in consultation with program director team.
 - J. Track expenses for the McKnight Grant for Next Step, and produce financial reports for final report to McKnight.

- K. Maintain grant process manual.
 - L. Align the online grants application system and data collection processes to MSAB and OLA requirements.
5. General Administration and Operations (10%)
- A. Manage organization's assets, including equipment, hardware, furniture and items in storage.
 - B. Manage organization's software and web technologies.
 - a. Provide technical support to employees' technology devices, which includes troubleshooting computer issues remotely, retrieving computers to service and/or update iOS and installed software.
 - b. Maintain and renew cyber security insurance. Make recommendations for security improvements.
 - c. Manage website domain, hosting service, related plug-ins, and user access.
 - C. Respond to MRAC's general phone line and email
 - D. Retrieve and manage mail from PO Box.
 - E. Organize and maintain files and record retention.
 - F. Analyze operational standards, goals and policies and recommend improvements.
 - G. Work with Accessibility Program Director to coordinate internal and external ADA requirements.
 - H. Create and send newsletter / announcement emails via Mail Chimp, create and post announcements via Wordpress.
 - I. Manage webpages, including updating creating and updating content, following accessibility best practices. Review and approve events submitted to Community Calendar on website.
 - J. Other Related Duties As Assigned
 - A. Participate in weekly staff meetings and other ad hoc committees as assigned.
 - B. Participate in organizational planning as needed (strategic, biennial, etc.).
 - C. Assist with preparing surveys and reports, and provide evaluation as requested.
 - D. Coordinate board and staff recognition and manage related expenses.
 - E. Attend and report at board meetings as needed.

Qualifications

The nature of problems encountered in this position are somewhat varied situations; requires application of specific technical skills and expertise. Existing practices are used as guidelines to determine work methods. Incumbent works independently and resolves most problems without assistance.

Required Skills, Knowledge and Ability

- Bachelor's degree and at least five years professional experience in the public or nonprofit sectors in nonprofit finance management, human resources, operations and database management

- Experience with processing payroll
- Proficiency with GAAP (Generally Accepted Accounting Principles)
- Familiarity with tax law and tax processes
- Skilled in using Quickbooks Online and preparing financial reports for a nonprofit organizations.
- Strong credentials in data management and/or information management systems, including experience with various databases.
- Computer proficiency, including use of email, spreadsheets, presentations, word processing, calendaring, google research, and web page applications.
- Experience developing and managing a budget, with ability to interpret written and financial information, and analyze data to support conclusions.
- Track record of excellent customer service by phone, email and in person for a variety of constituencies.
- Ability to effectively communicate both verbal and written thoughts, ideas, and facts.
- Attention to detail, strong logic and analytical thinker. Writes and presents information in a clear, concise and accurate way.
- Ability to be facilitative, not proscriptive, in style – nimble in working with groups of many styles at various stages of development.
- Experience working with diverse communities. Demonstrated respect for cultural inclusion, commitment to racial equity, the ability to be objective and supportive, a strong commitment to client service and relations are essential.
- Demonstrated track record as a creative problem solver and ability to be flexible and adapt to change.
- Ability to manage multiple projects and deadlines simultaneously, and stay calm in a fast-paced environment.
- Ability to work independently and collaboratively.

Preferred Skills, Knowledge and Abilities

- Supervisory experience.
- Courses or advanced degree in business, arts administration, arts production or presentation, human resources, finance, bookkeeping, information systems, nonprofit or grants management.
- Certified Public Accountant (CPA) license
- Experience interpreting policies, negotiating insurance contracts and/or reviewing legal contracts.
- Knowledge of, or experience in a variety of artistic disciplines.
- Experience in developing and presenting training.
- Project management skills.
- Prior experience serving on a grants panel or administering grant programs.
- Computer experience with MacIntosh Office Suite including Excel, Filemaker Pro, Word, Keynote, Foundant, Submittable, Acrobat, Google email, research and calendar systems.

- Grant application management
- Experience in managing budgets of \$4 million.

Employee Benefits: We value our employees and care about their well-being as part of the overall health of the organization.

- Employer-provided iMac, MacBook, and related technology;
- Reimbursement for working-from-home expenses, including monthly phone, internet, and utilities;
- 90% subsidized medical and dental insurance monthly premiums for the employee; 65% subsidized medical and dental insurance premiums for dependents;
- 403b Retirement Savings Plan with a 10% match;
- Flexible Savings Accounts for dependent care and health;
- Life, ADD, and LTD insurance – 100% subsidized monthly premiums;
- Flexible work from home practices;
- Paid family and medical leave;
- Paid holidays, Vacation, Earned Sick and Safe Time, and Personal Time Off;
- A professional development annual allowance;
- An outreach annual allowance to attend constituent events.

To Apply

Please send a cover letter, resume, and 3 professional references to kathy@mrac.org by July 21, 2023. A confirmation email will be sent upon receipt.