



1001 Boone Ave North | Minneapolis, MN 55427

Vice President of Finance and Operations

Last updated September 27, 2022

Reports to: Executive Director
Employment Status: Full-time Year-round

Job Summary

This position contributes to Franklin Center’s overall mission by leading and supporting seamless fiscal and operational systems, procedures, and processes. The ideal candidate will have solid process and fiscal management skills and knowledge of non-profit and fund accounting. The ideal candidate will be a seasoned professional with specific expertise in fiscal management and fund accounting, nonprofit management and governance, and IT/operations management. They will play a critical role in partnering with the Senior Leadership Team in strategic decision-making. In addition, they will have excellent written and oral communication skills, and a keen interest in Franklin Center’s mission. This is a full-time, salaried position with benefits.

Essential Job Functions:

Financial Management

- Lead the annual budget development process, monitor expenditures and variances, and proactively update income and expense projections;
- Chart cash flow and ensure cash flow needs and adherence to Endowment and Investment Policy;
- Prepare monthly and ad hoc financial reports for the Executive Director and the Board of Trustees;
- Manage annual audit process and serve as the primary liaison with audit firm;
- Oversee tax preparation and filing;
- Supervise Accountant I to ensure timely and accurate bookkeeping, bank deposits, receivables, and payables;
- Leading and managing financial planning and analysis to help plan for different business scenarios;
- Develop and maintain 5- and 10-year rolling projections;
- Negotiate, prepare, and monitor all vendor and consultant contracts;
- Perform all balance sheet reconciliations (bank accounts, investments, prepaids, deposits, accruals, depreciation, etc.) and prepare month-end close;
- Manage and track deferred revenue (TRNA) and maintain updated grid of release from restriction;
- Oversee grant and donor receivables and coordinate tracking with development team;
- Oversee documentation of pro bono revenue, fiscal agency and other special revenue and invoicing needs;
- Develop and implement systems, policies and procedures to ensure grant compliance or other funding requirements;
- Manage restricted funds;

- Negotiate, prepare, and manage sub-contracts and sub-grants, including training of sub-grantees in USG compliance;
- Prepare all grant budgets, 424 form series, and grant budget variance or other fiscal reports for donors;
- Exercise final review for all organizational budgets, and final review and approval for all grant budgets and fiscal reports;
- Set up and manage people and systems to ensure adherence to restricted grant budgets, including periodic updates on budget variance and preparation of budget modification documents;
- Oversee and reconcile travel budgets and compliance with procedures and cost containment;
- Develop and manage general ledger and fund accounting systems and procedures, coding of payroll and other expenses to various programs through monthly cost allocations;
- Manage fiscal and payroll systems to ensure timely and accurate use and reporting;
- Serve as staff liaison to the Board Treasurer and Audit Committee; and
- Ensure all fiscal policies, procedures, and documentation requirements are adequate to protect the organization.

Operations, Technology, and Systems

- Oversee management and maintenance of all office systems and facilities;
- Develop and oversee document retention policies and manage disposal of records;
- Oversee risk assessment and emergency planning policies and procedures;
- Oversee organizational insurance policies and ensure organization is adequately covered;
- Ensure emergency and security policies and procedures are understood and followed, including cyber-security procedures; and
- Oversee compliance with state and federal registration and reporting obligations, including state charity registrations.

Other

- Safeguard and secure all financial records
- Assist Director of Strategic Advancement and Executive Director with financial-related tasks as requested
- Research and prepare special projects as assigned by the Board of Trustees and leadership teams
- Work with other staff members to form a positive, supportive team atmosphere
- Support the organization and its leadership
- Engage in self-development
- Perform other duties as assigned by the Executive Director

Professional Qualifications

- 5-10 years of professional experience
- Bachelor's degree; MBA/CPA or equivalent experience preferred.
- Broad nonprofit financial and operations management experience preferred;
- At least 5 years of experience developing policies, procedures and systems for and managing USG funds, including fund accounting, OMBs and CFRs, Buy America/Fly America, Leahy, and other USG regulations, including as these apply to sub-grants and contracts;
- Experience as a trainer on accounting principles and USG compliance regulations;
- Able to set priorities and multi-task while maintaining accuracy and meeting deadlines;
- Excellent communications skills, including during tough negotiations and in light of staff adjustment to adhere to new policies and procedures;
- Experience in working with sub-grants, including USG compliance and training of sub-grantees;
- Proficiency in MS Office: PowerPoint and Word Excellent Excel skills.

- Full-scope experience with QuickBooks or other general ledger software should be required.
- Personal qualities of integrity, credibility, and dedication to the mission of Franklin Center;
- Ability to thrive as part of a team with diverse experience, expertise, skills, and objectives;
- Ability to stand firm on essential accounting and fiscal compliance and documentation needs;
- Successfully pass criminal background check

Additional Working Conditions, Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

While performing the duties of this job, the employee is required to sit and talk or hear. The employee is required to stand, walk, stoop, kneel, crouch, climb stairs, or crawl. The employee must occasionally lift and/or move up to 40 pounds. The employee must be able to push items of 40 lbs. such as lifting boxes or moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

Additional Working Conditions, Work Environment

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

The employee will work effectively and respectfully with individuals without regard to race, color, creed, religion, national origin, marital status, political affiliation, sexual orientation, status with regard to public assistance, membership or activity in a local commission, disability, sex and/or age.

The employee is continuously responsible for the safety, well-being, and work output of students. There may be:

1. Occasional exposure to blood, bodily fluids, tissue and noxious odors.
2. Occasional exposure to unruly students/adults.
3. Occasional operation of a vehicle in inclement weather.

Interpersonal Skills

- Communicates in an agreeable, tactful manner
- Friendly
- Cooperative
- Respects Co-workers
- Takes directions well/follows directions
- Uses good listening skills

Professionalism

- Develops and maintains productive, positive working relationships with Franklin Center students, families, staff and volunteers.
- Performs all functions professionally, treating all students and families, staff and volunteers with respect.
- Maintains a level of flexibility with all staff, offering assistance to others as appropriate.

- Maintains a good attendance record; is prompt and punctual to the worksite; Gives adequate notice of absence.
- Performs all duties in accordance with the Franklin Center Employee Handbook.
- Shows initiative (self-motivated)
- Performs all tasks and responsibilities as assigned and according to due dates.
- Shows sensitivity to individual diversity and needs of students and families
- Carries out responsibilities in a manner consistent with the requirements of law, rules, regulations and organizational policies and procedures
- Displays neatness and appropriateness of dress
- Uses effective problem solving and conflict management techniques
- Maintains data privacy and confidentiality
- Uses proper channels in communication with parents
- Offers suggestions for the improvement of the program and system
- Maintains a professional attitude and loyalty to the organization
- Attends all staff meetings
- Performs other duties as assigned by the Executive Director

Evaluation

Performance of this job will be evaluated in accordance with the provisions of the Board's policy.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.