



**Title:** Director of Finance and Administration

**Type:** Exempt, salaried

**Hours:** 40 hours per week, including occasional evenings and weekends

**Salary:** \$70,000 - \$80,000, plus benefits

**Reports To:** Executive Director

**Supervises:** Finance and Administration Manager; Operations Manager

**Deadline:** September 13, 2019

Avenues partners with youth experiencing homelessness to achieve their dreams, providing short-term and long-term supportive housing, along with supportive services for youth experiencing housing instability and homelessness. We strive to do that in a safe and nurturing environment through a social justice lens. Avenues seeks to support youth and young families while they define their experiences, life dreams and futures. Our work takes into account historical trauma, systems of oppression and intersectionality while being grounded in the power of resiliency, healing and community.

The Director of Finance and Administration is responsible for directing and enhancing the organization's internal processes and critical infrastructure to support the mission. Specifically, the Director of Finance and Administration oversees and is responsible for all accounting, financial management, human resources, nonprofit administration, and operations of the agency. The Director of Finance and Administration sits on the Leadership Team and works closely with other Directors, requiring cross-departmental collaboration on key agency processes and initiatives.

**Primary Responsibilities:**

Financial

- Develop financial procedures and directs their implementation.
- Manage all financial and accounting activities.
- Utilize accounting and spreadsheet software to accurately maintain all general ledgers accounts, reconcile bank statements, conduct monthly and year-end closing procedures, and prepare the monthly financial statements using generally accepted accounting principles.
- Manage Avenues' annual audit and 990 preparation with outside CPA.
- Keep records of financial transactions for the organization.
- Reconcile and balances accounts.
- Communicate with the Board Treasurer and act as staff liaison to the Board Finance Committee.
- Develop the annual budget and cash flow projections in coordination with the ED.
- Collaborate with the Development Director to manage all private foundation to ensure that expenditures fulfill all required restrictions.
- Manage government grants, including billing/drawdowns, and complete reporting requirements.
- Provide daily back-up on financial processes when needed.

Human Resources

- Work with benefit carriers to deliver cost-effective benefits to staff

- Oversee benefits administration for Health, Dental, Retirement, LT/ST disabilities and Life Insurance.
- Provide oversight and back up for maintenance of payroll records, time clock system and process bi-weekly payroll.
- Ensure that Avenues remains current and in compliance with all local, state, and federal employment related regulations, such as Wage and Hour regulations, MNOSHA, etc.

#### Operations

- Comply with required filings by local, state and federal agencies for agency licensure and management.
- Provide high level oversight of, and planning for, infrastructure upkeep, including buildings and technology.
- Provide high level oversight of compliance with licensing requirements.
- Provide high level oversight of contracted services.
- Procure, monitor and manage business insurance.

**Education and Experience:** A Bachelor's Degree or higher in Finance or Accounting, or equivalent experience in a similar position for 10+ years, non-profit finance preferred. A minimum of 5 years' experience in non-profit management and HR. Experience and competence with FundEZ a plus.

**Knowledge, Skills and Abilities:** Strong organizational development, project management, personnel management and budget skills. Strong technology skills, including Excel. Excellent verbal and written communication skills. Ability to be flexible and multitask. Excellent people skills with an ability to partner with a dynamic leadership team. Comfort with tasks ranging from daily to specialized.

Avenues is an Equal Opportunity Employer. People of color, women, trans and gender-nonconforming people, and applicants with lived experience connected to Avenues mission are strongly encouraged to apply.

TO APPLY: Send cover letter, resume, and references **by September 13**, to Katherine Meerse, Executive Director at [kmeerse@avenuesforyouth.org](mailto:kmeerse@avenuesforyouth.org). Open until filled. No phone calls please.

[www.avenuesforyouth.org](http://www.avenuesforyouth.org) • 1708 Oak Park Avenue North, Minneapolis MN 55411 •