



Finance Director

The Bridge for Youth (BFY) provides runaway and homeless youth with safe shelter, assists in the prevention and resolution of family conflicts, and reunifies families whenever possible. BFY strives to be the premier resource for youth and families in crisis by providing: 1) Support that empowers; 2) Safe shelter; 3) Sustainable tools for success and restoration of relationships; and 4) When possible, family reunification

Position Information

Position: Finance Director

Job Type: Full-Time

Classification: Exempt

Reports to: Executive Director

Posting Date: December 22, 2020

Closing Date: January 11, 2021

Position Overview

BFY is a leading nonprofit organization serving runaway and homeless youth in Minnesota. We provide a continuum of services from crisis counseling to emergency shelter to transitional housing and family counseling.

The Finance Director acts a key partner and strategic member of the executive team leading the organization's ability to meet its financial, compliance, programmatic and other goals. This position is responsible for leading and managing financial management of a \$4 million budget, including over 50% government funding with significant contract oversight. BFY is committed to advancing equity, inclusion and racial justice within the organization, programming and community. Annual salary range for this position is \$70,000-\$90,000 (DOE).

Key Responsibilities

- Prepare, analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements in accordance with generally accepted accounting principles (GAAP)
- Lead and oversee annual budgeting process and long term financial planning in conjunction with the Executive Director to align with strategic and annual organizational plans. Coordinate budgeting process, which is inclusive of management team
- Monitor and manage financial, operational and strategic issues as they arise; provide recommendations to the Executive Director, Finance Committee and management team based on financial analysis and projections
- Serve as a staff representative and provide monthly financial reports to the Finance Committee of the Board of Directors
- Review all financial plans and budgets, monitor progress and changes. Inform the executive team and program managers of the organization's financial position and progress to programmatic and department budget goals monthly. Be their strategic partners.
- Coordinate and lead the annual audit, 990 and other filings, liaise with external auditors and the Finance Committee of the Board
- Lead and oversee financial and business operations with functional responsibilities over accounting, general ledger, grant awards, accounts receivable, banking and capital assets

- Manage city, county, state and federal contract financial compliance, reporting and billing with over 50% of BFY revenue is government contracts
- Manage organization's financial sustainability, including cash flow and forecasting; manage and track the performance of invested assets in keeping with policies
- Maintain a proper system of internal controls to ensure the proper recording of financial activity and to protect organizational assets
- Ensure compliance with all statutory obligations of the organization
- Oversee business and liability insurance, including annual review and claims management
- Oversee management and reporting of donor designated / restricted funds according to FASB accounting standards
- Participate in ongoing strategic and annual planning process as an integral member of the senior leadership team
- In partnership with the leadership team, develop and promote an organizational work environment and culture that prioritizes inclusivity, equity and racial justice
- Manage finance department, including our accountant, to ensure they are set up for success.
- Create opportunities to support each team member's growth of skills and strengths through the use of the organization's human resources processes

Other

- Participate as a member of the executive staff team. Attend - and participate in – other organizational team meetings, including those of the board of directors
- Commit to own professional growth related to position, equity and racial justice
- Performs other duties as assigned

Affirming Diversity and Culture

- Incorporate awareness of the gender, cultural, racial, social, sexual, and economic context of the persons seeking services
- Identify ways to address these issues, and develop approaches that are centrally concerned with issues of fairness and equity
- Seek consultation, training, and feedback from colleagues to advance skills in providing cross-cultural services

Qualifications

- Bachelor's degree or higher in Finance, Accounting or related field (Masters' degree and/or licensure such as Certified Public Accountant preferred but not required)
- Minimum of five years of progressively responsible experience in management of financial, compliance and administrative operations, preferably in a nonprofit setting with nonprofit finance
- Minimum three years of experience with financial management, reporting and billing of government grants and contracts (Federal, State, and County) preferably Hennepin County
- Rooted in belief of racial justice, inclusion and justice, with an understanding of privilege and oppression in systems, organizations and community
- Passion for and commitment to the Bridge for Youth mission
- Experience in a similarly situated nonprofit
- Leads with a high level of confidentiality, ethical standards and conduct, strategic and forward-thinking, strong analytical abilities, problem solving, communication, time management, decision making, knowledge of legal and statutory compliance, organizational skills and ability to work with others internally and externally

- Strong financial management and accounting background with experience implementing internal financial policies and controls. Knowledge of and ability to lead compliance activities.
- Ability to communicate and build effective working relationships with people at all levels.
- Practical understanding of technology, including finance software, Microsoft Suite
- Must clear background check
- Must have valid driver's license, acceptable driving record and proper limits for automobile insurance (\$100,000/\$300,000)
- Experience with and commitment to diversity and inclusion
- Must have excellent written and verbal skills

Technology Skills Required

- Advanced experience in Microsoft Office applications (Word, Excel, Access, PowerPoint and Outlook)
- Advanced expertise in finance, development and human resource software systems
- Hands on knowledge of record keeping in a digitized environment, expertise in text messaging and other digital communication methods
- Equipment used - personal computer, electronic mail system, telephone, and cell phone

Work Hours

This is a full-time, exempt position. Primary hours will be between 8:00am and 6:00pm Monday through Friday but the person in this position must be available evenings and weekends as needed.

Temporary and partial remote work available as per the schedule and protocols of the COVID – 19 Response Plan.

To Apply

Submit cover letter, resume and professional references to resume@bridgeforyouth.org by 1/11/2021.

The Bridge for Youth is an Equal Opportunity Employer committed to embracing diversity and individuality, and opposed to practices which discriminate on basis of race, gender, sexual orientation, religion, handicap, disability, age, or nationality. We apply this policy of unbiased consideration not only to our employment practices, but also to any contractual opportunities. We are further committed to taking affirmative action to ensure these opportunities are accessible to individuals who meet the qualifications and we encourage all interested parties to apply. EEO/AA.