



Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
Helping Communities Prosper

323 W. Schlieman Ave. Appleton, MN 56208 320.289.1981 www.umvrdc.org

Job Description

Job Title:	Finance Officer
Department:	Finance
Reports To:	Executive Director
Status:	Full time, a minimum of 40 hours a week. Exempt
Class:	II or III
Prepared By:	Dawn Hegland
Prepared Date:	3/22/2016
Review:	After first 6 months, then annually

Summary: Responsible for the financial management of the UMRDC. Advise and make recommendations to the Executive Director regarding the Commission's receipts, expenditures, financial policies and procedures, and budget. This position will also manage the fiscal administration and reporting for a variety of state and federal grants.

This job description is not intended to be all-inclusive, and employee will also perform other reasonably related job duties as assigned by a supervisor and/or the Executive Director. The UMRDC reserves the right to revise or change job duties as the need arises.

The employee is expected to comply with established office, administrative, and personnel policies.

Essential Duties and Responsibilities

Financial

- Budget preparation and management.
- Conduct complex financial modeling for multiyear projects, including comparison of budget versus actual.
- Prepare monthly financial statements for agency and individual programs.
- Monitor contracts and invoice and following up on payment.
- Accounts Receivable – code and enter receipts into accounting software program.
- Accounts Payable – code invoices and enters invoice information into accounting software program to generate checks for payment.
- Process semi-monthly payroll for employees and monthly payroll for board members, prepare quarterly and annual payroll tax reports including W2 and 1099.
- Implement and manage employee benefits that impact employee payroll.
- A-133 Audit preparation including maintaining records of all invoices for auditing purposes.
- Manage loan payments for revolving loan fund and reporting.
- Provide financial and other administrative support to employees in applying for and/or receiving government awards or contracts and private foundation grants.

- Monitoring of pertinent rules and regulations that impact the agency, such (OMB) Super Circular : Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- Present financial reports to boards and follow up on board requests.
- Organize and manage the Commission's budget committee meetings.
- Organize and manage the staff budget committee meetings.
- Manage fixed asset listing.
- Preparation of the indirect cost plan.
- Development and implementation of internal control policies and procedures.
- Prepare/manage record retention plan.

Grants Administration & Management

- Ensure non-federal/federal funds are spent correctly which includes: monitoring, education, financial tracking, and oversight of federal awards; in addition, developing policies and procedures from creation to implementation.
- Research of award submission, pre-award, and post-award management of federal awards; including expertise on budgeting and accounting for transactions.
- Manage files and prepare required reports.
- Process requests for payment.

Supervisory Responsibilities

This position has supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Project Management - Coordinates projects; Communicates changes and progress; Completes projects on time and within budget.
- Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- Customer Service - Manages difficult customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service ; Responds to requests for service and assistance; Meets commitments.
- Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.
- Change Management - Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change.
- Delegation - Delegates work assignments when appropriate; Matches the responsibility to the person; Sets expectations and monitors delegated activities; Provides recognition for results.
- Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
- Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, and services.; Continually works to improve supervisory skills.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Business Acumen - Understands business implications of decisions; Aligns work with strategic goals.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Confidentiality - Ability to maintain strict confidentiality.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organizational goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

- Work Management – Ability to frequently multitask and prioritize work.
- Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions ; Uses equipment and materials properly.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Qualifications

To perform this job successfully, an individual will be required to perform each essential duty and responsibility satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. In addition, the following requirements apply.

Other Requirements

- Strong understanding of accounting principles and procedures; Knowledge of basic government accounting principles and methodologies a plus.
- Valid driver's license.
- Some overnight travel necessary.

- Some evening and early morning meetings required.
- Interest in pursuing additional training and professional certifications.
- All finalists considered will be subject to a criminal background check and credit report.

Education and/or Experience

Candidates for this position must possess either a 4 year degree in accounting, finance, business administration, public administration or a closely related field from an accredited four-year college or university and must have five (5) years related accounting or finance work or a 2 year degree in accounting, finance, business administration, public administration or a closely related field from an accredited school and must have seven (7) years related accounting or finance work. CPA certification a plus.

Language Skills

Ability to read, analyze, and interpret technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from the Executive Director, planners, clients and the general public..

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual must have a high working knowledge of accounting software; payroll systems; and strong Microsoft Excel skills and experience with other Microsoft Office applications

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 the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations

may be made to enable individuals with disabilities to perform the essential functions.

The UMVRDC is a small office of 10 professional staff in a flexible, family friendly environment.

The noise level in the work environment is usually quiet. Individual offices are provided. Common space is available for meetings and group interactions.

Other

The UMVRDC and employees have an employee relationship known as employment-at-will. This means that either the UMVRDC or an employee has the right to terminate the employment relationship at any time.

This job description does not constitute a written or implied contract of employment.

I acknowledge that I have read and reviewed this job description.

Employee Acknowledgement

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Date