



THE WOMAN'S CLUB of MINNEAPOLIS



Woman's Club of Minneapolis – Open Position

Job Description: Finance Manager
Classification: Exempt, Fulltime
Reports to: Executive Director

Mission

The Woman's Club of Minneapolis is organized and shall be operated exclusively for charitable and educational purposes, civic and social services, study and friendly association. The Woman's Club is a nonprofit 501(c)3 organization that is also an events venue and members' club overlooking Loring Park in the heart of Minneapolis. The Club was founded when a group of extraordinary women set out to create a space in which to gather, connect, educate, inspire, and improve the world around them. Today, all are welcome – Club members and members of the public.

Summary

The Finance Manager oversees the accuracy and recording of the accounting records, the budgeting process, the year-end audit, 990 preparation, cash flow monitoring, payroll, and insurance.

Responsibilities

1. Implement and oversee accounting processes and internal controls.
2. Prepare monthly financial reports and review with the Executive Director (ED).
3. Present monthly financial information to the Finance Committee and the Board of Directors.
4. Maintain restricted net assets schedule.
5. Manage cash flow with ED and treasurer, including cash transfers as needed.
6. Work with ED to prepare annual budget.
7. Manage the annual audit.
8. Provide information needed for the 990.
9. Maintain the fixed asset register.
10. Process monthly membership charges, run member statements and monitor member outstanding receivables.
11. Review weekly A/P list and process checks for payment.
12. Update payroll changes and run bi-weekly payroll.
13. Calculate and process bi-weekly payment of service fee/tip income.
14. Calculate and process quarterly commissions.
15. Provide direction for accounting associate in recording daily transactions including End of Day processing, accounts payable input, remote capture of checks, petty cash reconciliation and timekeeping system.
16. Reconcile bank statements and ensure all balance sheet accounts are reconciled monthly.
17. Manage the HR process.
18. Monitor insurance billings and provide information for insurance audits.
19. Analyze vendor accounts for potential cost savings.
20. Provide analysis as required by ED.
21. Other duties as assigned.

Qualifications

1. Bachelor's degree in accounting
2. Five years accounting experience including at least two in the private club or non-profit sector.
3. Proficient in Microsoft Excel and Word.
4. Proficient in working with a general ledger accounting system.
5. Experience with Jonas software a plus.
6. Strong verbal and written communication skills.
7. Ability to de-escalate tense conversations.
8. A sense of humor.

The position is generally Monday – Friday, 8:30 am – 4:30 pm.

Cover letter and resume to Kevin Winge, Executive Director, at kevin.winge@womansclub.org

The Woman's Club of Minneapolis

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