

AchieveMpls Job Posting: Finance Manager

About AchieveMpls

As the strategic nonprofit partner of Minneapolis Public Schools (MPS), we rally community support to inspire and equip Minneapolis students for careers, college and life. Our vision is that all young people have full access to educational and career opportunities, resulting in a more equitable and vibrant Minneapolis. Each year we manage Career & College Centers in 11 MPS high schools, train and place nearly 1,600 Minneapolis youth in paid Step Up internships with more than 200 employers, engage hundreds of volunteers as Graduation Coaches and career exploration volunteers, raise support for MPS strategic priorities, and administer MPS school funds and scholarships. Learn more at www.achievempls.org.

The Young People We Serve

Minneapolis youth are our city's emerging leaders, the talent that reflects the global fluency of our communities and will power our region. 70% of Minneapolis Public Schools (MPS) students are youth of color, and 60% are eligible for free or reduced lunch. 32% of MPS students call a language other than English their home language, with nearly 90 different languages spoken in the district.

Position Overview

The Finance Manager is responsible for a broad range of bookkeeping functions, including cash receipts, payables, payroll and journal entries. They also manage and report on all Minneapolis Public Schools school and department funds, and oversee data integrity and integration for the Raiser's Edge database. This position reports to the Director of Finance and Operations.

Duties and Responsibilities

Receivables

- Verify and deposit cash received; report on Electronic Funds Transfers and stocks; enter data into Financial Edge (FE)
- Provide payroll report of employee contributions to Data Specialist
- Review all receivables to ensure accurate data entry
- Identify cash receipts that are not contributions and create appropriate journal entries
- Create journal entries for credit card fees, bank distributions of receivables

Payables

- Review payables and receipts for accuracy
- Enter and code Minneapolis Public Schools accounts payable
- Prepare payables weekly and run reports for review
- Process credit card statements monthly

Payroll

- Prepare and process payroll; create journal entries for payroll
- Prepare HSA and 403b reports and transfers; enter HSA, 403b and Aflac to payable
- Generate 1099s

Month-end close, reporting and budget

- Maintain updated allocations

- Perform month-end tasks, reports and journal entries
- Assist with annual audit and 990 form
- Assist with annual budget preparation

Benefits administration

- Serve as a knowledgeable, responsive point person for all staff on benefits package
- Onboard and terminate employees from plans, as needed
- Orient new staff members to benefits package
- Work with partners to administer COBRA; select health and life insurance plans and ensure compliance
- Make changes to benefits per employee requests
- Review and approve monthly invoices related to employee benefits
- Maintain HRIS

Manage and support Minneapolis Public Schools school and department funds

- Manage and approve fund expenditures
- Track special designations within school funds
- Produce and quarterly fund reports and ad-hoc reports as needed

Serve as a member of the administrative team

- Promote the achievement of organization-wide strategic goals
- Maintain up-to-date expertise and knowledge in areas related to job functions
- Other duties as assigned by supervisor

Required Qualifications and Experience

- Degree in accounting or at least 3 years of accounting experience in a nonprofit organization
- Strong Excel and analytical skills
- Strong problem solver
- Experience with Financial Edge NXT and Raiser's Edge NXT
- Strong commitment to organization's mission, values and goals

Salary Range

\$52,000 to \$60,000 depending on experience

To Apply

Applications are welcomed from a broad range of applicants. Send letter of interest and resume to HR@achievempls.org. This position is open until filled.

AchieveMpls is an Equal Employment Opportunity Employer

Our Commitment to Equity

AchieveMpls is committed to hiring talented individuals who are passionate about our mission, represent the communities we serve and contribute to the diversity of our workplace and our city. We acknowledge and honor the fundamental value and dignity of all persons. Our hiring decisions are guided by our equity values: embracing differences—race, culture, religion, ability, gender, gender expression, sexual orientation and class—eliminating racism and other forms of bias, and creating an inclusive workplace where all employees feel valued, heard and respected.