



*As a collaborative of congregations united in action, we create homes and advance equitable housing.*

## **Associate Director of Finance & Administration**

### **The Organization**

Beacon Interfaith Housing Collaborative is committed to ending homelessness. We are a collaborative of congregations working to build affordable and supportive housing, shelter families, and advocate for public and private resources to ensure that everyone in our community has a home. Beacon is a unique organization – an experienced non-profit housing developer that leverages the power of congregations to create the public will needed to build and sustain affordable housing.

The Beacon office is located on University Ave & 280 (along the Central Corridor line), convenient to both Minneapolis and St. Paul. For more information, check out [www.beaconinterfaith.org](http://www.beaconinterfaith.org).

### **The Position**

The Associate Director of Finance & Administration oversees accounting & administrative staff and oversees all financial and administrative processes. Responsible for producing needed financial statements, reports, budgets and forecasts. Coordinates annual audit and 990, fund & grant accounting, financial control systems and administrative needs. This is a full-time position, and is eligible for health benefits, retirement plan, and paid-time off. The annual salary range for this position is \$65,000 - \$90,000.

We expect candidates to have a Bachelor's degree, preferably in Accounting or Finance as well as prior supervisory experience of financial staff. Prior non-profit and/or property accounting experience is a plus but we will also entertain seasoned professionals desiring to transition to the non-profit sector if they demonstrate the ability to learn quickly.

### **Duties and Responsibilities**

#### **Management**

- With the Director of Finance & Administration, plan for the strategic growth of the organization through financial forecasting, risk management and growing the organization's financial and administrative capacity.

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## **Financial Oversight**

- Develop and distribute timely and accurate financial statements and internal financial reports from Financial Edge accounting system, reviewing the entry of all financial transactions entered by the staff.
- Ensure the appropriate use and recording for funds, grants and donations.
- Manage annual independent audit and ensure its completion on a timely basis. Ensure all other regulatory or other compliance filings are completed on a timely basis.
- Assist in the development of the annual budget for the organization, preparing reports for committees and the Board as needed and overseeing entry into the accounting system.
- Manage the financial assets and maintain appropriate and effective internal controls for accurate recording of revenue & expenses and assets & liabilities in accordance with generally accepted accounting principles.

## **Financial Activities in Coordination with Other Departments**

- In conjunction with Housing and Program Operations department, ensure the financial accuracy of the financial statements of the properties & oversee the consolidation of the property financials.
- In conjunction with the New Projects department, provide for the financial tracking of predevelopment receivables and acquisition financing.
- In conjunction with the Advancement department, ensure the timeliness, accuracy & quality of gift & pledge entry into Raiser's Edge and integration into Financial Edge.

## **Office Management & Administration**

- Manage leases and contracts for office space and equipment
- Manage office space to provide productive work environment for staff
- Develop administrative protocols that provide procedures for staff to secure approval in an organized and timely manner.

## **Staff Supervision**

- Build and maintain a stable high performing staff team.
- Define clear staff roles and responsibilities and prioritize work assignments to achieve departmental goals.
- Hire, evaluate and terminate staff according to organizational policies and procedures.
- Ensure that staff receives adequate training and professional development.
- Promote a positive working environment through team building and employee appreciation.

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**All employees are expected to:**

- Work across internal Beacon departments to ensure smooth coordination of resources and strategy development.
- Represent Beacon, its mission, vision and goals in the broader community.
- Work effectively and respectfully with individuals without regard to race, color, creed, religion, national origin, marital status, political affiliation, sexual orientation, status with regard to public assistance, membership or activity in local commission, disability, sex and/or age.
- Work within all agency policies, government regulations and the law.
- Perform other tasks, responsibilities, and special projects as assigned or directed.

***If you are excited about being part of an organization with a big goal and collaborative spirit, learn more about Beacon and this position at [www.beaconinterfaith.org](http://www.beaconinterfaith.org). Please submit a resume with cover letter to [HR@beaconinterfaith.org](mailto:HR@beaconinterfaith.org). Position open until filled.***

***Beacon is an Equal Opportunity Employer.***

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