



power your mission

Accounting and Finance Program Director

Propel Nonprofits is seeking an **Accounting and Finance Program Director**. The ideal candidate will be a great supervisor and team leader, energetic, collaborative, and mission-focused. This director-level position requires strong technical knowledge of nonprofit accounting, along with proven experience successfully managing program staff. The position is full-time and reports to the Vice President of Finance & Chief Financial Officer, while also working collaboratively with other organizational leadership and program teams.

Position Description

The Accounting and Finance Program Director will supervise, guide, and lead a staff of accounting professionals in delivering sector-transforming accounting services and financial management assistance to nonprofit organizations. This leadership position requires the ability to collaboratively develop and implement strategies designed not only to provide excellent accounting services to nonprofit organizations, but also to integrate those services into a holistic array of other programs offered by the organization including lending, strategic consulting, board development, financial guidance, online resources, training, and fiscal sponsorship.

Responsibilities:

- Supervise the accounting and finance services team, including coaching staff in client relationships, teaching technical skills, establishing quality standards, monitoring performance, and managing staff capacity.
- Provide direct nonprofit accounting and finance services to nonprofit clients as an engaged, hands-on leader.
- Collaborate with the Vice President of Finance & Chief Financial Officer and other organizational leaders to design and implement an accounting and finance program that seeks to transform and strengthen the financial leadership and expertise of the nonprofits it serves.
- Oversee client relations, including communication and marketing of program services, procedures for processing client inquiries, responding to client concerns, ensuring timely communication of regulatory timelines and compliance requirements.
- Provide for the ongoing professional development and training of the accounting and finance services team, including arranging for outside trainers and training as needed.
- Develop and maintain procedures and practices that ensure a high degree of client accountability and engagement in the financial leadership of their organizations.
- Oversee the ongoing review and implementation of sector-leading best practices and procedures for ensuring that an excellent, consistent program of services is provided to every client.
- Oversee plans for and coordinate the use of technology and remote access to provide the greatest efficiency and consistency to clients and accounting staff.
- Participate in budgeting for the accounting and finance program by forecasting requirements; preparing cost estimates; scheduling expenditures; analyzing variances; and taking corrective action as needed.

Qualifications:

The Accounting and Finance Program Director should have extensive managerial experience and be able to guide program staff to mission excellence on behalf of a diverse nonprofit client base. The ideal candidate will have significant technical expertise in nonprofit accounting and be highly proficient in QuickBooks software and design. Other qualities should include:

- Passion for working with mission-driven organizations.
- Proven ability to manage, inspire, and guide a staff team to adopt new methods, continue professional development opportunities, and provide consistent, excellent client service.
- Excellent technical understanding and proficiency with nonprofit accounting and QuickBooks accounting software.
- Excellence in managing projects from conception to completion.
- Clear ability to listen to, develop plans with, and effectively communicate support to staff and clients.
- Commitment to quality customer service and mission success for our clients.
- Strong verbal communication and ability to simplify complex accounting principles for staff and clients.
- Action-oriented, organized, self-starter with proven time-management skills.
- Ability to work effectively both independently and in a team environment.
- Commitment to working in collaboration with diverse groups of staff and clients.

Education and Other Training:

- Required:
 - 8 plus years of experience in nonprofit accounting and/or financial management
 - 5 plus years of experience successfully supervising and managing a professional staff team
 - Strong knowledge of GAAP and nonprofit accounting principles
 - Experience and proficiency with QuickBooks accounting software and a variety of office productivity applications, including successfully providing guidance to other users
- Preferred:
 - BA or BS degree, ideally in accounting, business, or financial management or related field.
 - Experience with Form 990/990EZ and MN Attorney General Charitable Organization Annual Report or other IRS tax preparation
 - Experience in accounting and financial process design and development

Salary Range: \$70,000 - \$78,000, depending on experience. Excellent benefit package includes medical, dental, life, and disability insurances, along with retirement contributions and generous leave policies

Interested candidates should send a **cover letter and resume by 5 p.m. Monday, December 4, 2017**, to Curtis Klotz, Vice President of Finance & Chief Financial Officer, at cklotz@propelnonprofits.org

See next page for more information about Propel Nonprofits



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Propel Nonprofits was formed by the January 2017 merger of Nonprofits Assistance Fund and MAP for Nonprofits. The two organizations came together to create a larger entity that offers a holistic approach to services that meets a larger set of nonprofit needs, including the ability to more closely link strategy, governance, and finance. The merged organization has a growing 28-person staff working collaboratively to support nonprofit clients, develop and deliver excellent programs, and grow a healthy organization.

Mission and Vision: Propel Nonprofit's mission is to fuel the impact and effectiveness of nonprofits with guidance, expertise, and capital. This mission is in service to a vision of a diverse network of mission-driven nonprofits building a healthy, vibrant, and more just community.

Values: Partnership; Inclusion; Excellence; Trust; Expertise and Insight; and Responsiveness.

Primary goals, major programs, and services

1. **Accounting and Finance:** Our staff of experienced accountants provides ongoing hands-on accounting, financial systems review and development, finance oversight, and other financial management support for 150 nonprofits.
2. **Consulting and Technical Assistance (TA):** Helps nonprofits understand their financial and organizational situation, including board governance, identify tools to address or support those issues, and develop and implement a plan of action for the near and long-term future. With the merger, Propel Nonprofits offers a full range of consulting, including strategic and business planning, support for exploration and completion or mergers and other strategic partnerships, board development, and comprehensive capacity building programs.
3. **Training:** The training program offers 150 workshops and webinars annually on financial, governance, leadership, and strategic topics. Many nonprofit managers and leaders do not have formal business or management education and are seeking practical training that can be applied right away.
4. **Lending:** Propel Nonprofits is a federally certified Community Development Financial Institution (CDFI) offering loans to nonprofit organizations in Minnesota and adjacent communities to expand programs and services, bridge cash flow gaps, and purchase and renovate buildings. The \$23 million loan portfolio includes loans to nonprofits in health care, housing, arts & culture, education, human services, environment, civic and community development, and social enterprises.
5. **Fiscal Sponsorship:** This new program provides a path for emerging nonprofits, social innovators, and collaborations and other limited time projects to receive financial and management support as they carry out their mission, explore options and opportunities, and determine their future structure.