

Accounting and Finance Consultant

Note: Search reopened 6.28.18

Position Description

The Accounting and Finance Consultant will provide accounting services and financial consulting to nonprofit organizations. The work will be done primarily out of the Propel Nonprofits office, serving nonprofits across the Twin Cities Metro Area and even extend to Greater Minnesota. The Accounting and Finance Consultant will work with a variety of nonprofits and offer a broad range of accounting and finance services from full-service accounting with ongoing assignments, to short-term projects, and regulatory report preparation.

Essential Job Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The following list is not designed to comprise a comprehensive listing of activities, duties or responsibilities that may be required for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Provide bookkeeping and accounting for nonprofit clients using QuickBooks Online, Bill.com, and other tools as needed.
- Generate timely, accurate, and useful financial statements and reports which comply with Generally Accepted Accounting Principles.
- Coordinate and execute the conversion of clients' accounting systems and processes into Propel Nonprofits systems and processes.
- Provide accounting and financial training and guidance to client staff and/or volunteers.
- Assess clients' existing financial policies and procedures and make recommendations for improvement.
- Execute month-end financial close, year-end financial close, audit preparation, and federal and Minnesota regulatory report preparation (IRS Form 990, MNAG Annual Report).
- Financial management projects such as multi-year budgeting, forecasting, merger consulting or other financial analyses.
- Other duties as assigned or required to meet business needs.

Qualifications

- Strong knowledge of GAAP and nonprofit accounting principles, best practices and federal and state regulatory reporting requirements.
- Commitment to quality customer service and timely responsiveness to clients and other stakeholders.
- Passion for working in and with mission-driven organizations.
- Excellence in managing engagements and multi-tasking.
- Clear ability to listen, develop plans, and effectively communicate assistance to clients.
- Experience training and/or consulting.
- Strong verbal communicator and ability to simplify complex accounting principles.
- Action-oriented, organized, self-starter with proven time management skills.

- Ability to work effectively independently, in a team environment, and in collaboration with diverse groups of people.

Education and Other Training:

- Required:
 - BA or BS degree.
 - 5+ years experience in nonprofit accounting and/or financial management.
 - Strong knowledge of GAAP and nonprofit accounting principles.
- Preferred:
 - BA or BS degree in Accounting, Business, or Financial Management.
 - Experience with preparing IRS Form 990/990EZ and MN Attorney General Charitable Organization Annual Report.
 - Experience in accounting and financial process design and development.

Salary Range: \$52,000 - \$62,000, depending on experience. Excellent benefit package includes medical, dental, life, and disability insurances, along with retirement and generous leave policies.

Interested candidates should send a **cover letter and resume by 5 pm Monday, July 23, 2018**, to Mary Ann Ehlschlager, Accounting & Finance Program Director, at mehlschlager@propelnonprofits.org.

See next page for more information about Propel Nonprofits



Propel Nonprofits

Primary goals, major programs, and services

1. Consulting and Technical Assistance (TA): Helps nonprofits understand their financial and organizational situation, 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 with MAP, a full range of consulting is also offered, including strategic and business planning, support for exploration and completion of mergers and other strategic partnerships, board development, and comprehensive capacity building programs.
2. Training: The training program offers 100-150 workshops and webinars annually on financial, governance, leadership, and strategic topics including social enterprise. Many nonprofit managers and leaders do not have formal business or management education and are seeking practical training that can be applied right away.
3. 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 \$32 million loan portfolio includes loans to nonprofits in health care, housing, arts and culture, education, human services, environment, civic and community development, and social enterprises.
4. 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.
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.