



POSITION DESCRIPTION

Job Title: Finance Manager

Reports To: VP of Finance

Exempt/Nonexempt: Exempt

Direct Reports: Senior Accountant

About ServeMinnesota

ServeMinnesota is a nonprofit organization dedicated to addressing critical local challenges through service and innovation. We work in partnership with AmeriCorps and local nonprofits, government agencies, and educational institutions to deliver impactful programming across the state. ServeMinnesota is dedicated to maintaining a respectful, professional, and welcoming workplace, united by a common commitment to our mission.

Purpose

ServeMinnesota is seeking an experienced and strategic Finance Manager to oversee our accounting operations and financial planning functions. This is a key leadership role responsible for ensuring financial accuracy, grant compliance, and robust forecasting to support data-driven decision-making. The ideal candidate will bring a strong background in nonprofit accounting, experience with federal grant management, and a proactive, analytical mindset.

Reporting to the Vice President of Finance, the Finance Manager will lead financial reporting, manage payroll processes, maintain compliance with funders and regulators, and serve as the organization's primary liaison with external auditors. This position will also supervise the Senior Accountant and play a lead role in the budgeting and forecasting process.

This is an excellent opportunity for a finance professional who thrives in a mission-driven, dynamic environment and wants to make a meaningful impact across Minnesota.

Essential Job Functions

1. Lead monthly and quarterly financial close processes; prepare timely and accurate financial statements for leadership and the Board.
2. Provide financial planning and analysis (FP&A), including budgeting, forecasting, cash flow modeling, and variance analysis.
3. Oversee federal grant reporting and ensure compliance with funder and regulatory requirements.
4. Supervise and approve payroll processing, check disbursements, and journal entries.
5. Maintain general and subsidiary ledgers in accordance with GAAP and nonprofit fund accounting standards.
6. Monitor and report on budget-to-actual performance across programs and projects.
7. Serve as the primary contact for the annual audit; prepare schedules and workpapers, respond to auditor inquiries, and coordinate timelines.
8. Manage financial relationships with external vendors and insurance providers.
9. Guide and support the Senior Accountant, promoting development and efficiency.
10. Ensure procurement and receivables processes align with internal policies and best practices.

Contribute to system improvements and internal control enhancements.

Job Qualifications

Minimum

- o Bachelor's degree in Accounting, Finance, or related field
- o Minimum of 5 years of progressive accounting and/or experience, with at least 2 years in a leadership or supervisory role
- o Solid foundation in nonprofit accounting and grant compliance
- o Experience managing budgets and financial forecasting

- o Strong proficiency with accounting software and Microsoft Excel
- o Experience working directly with external auditors

Preferred:

- o Preferred candidates will have experience working effectively with a wide range of individuals and communities reflective of those served in Minnesota.
- o Prior experience in public accounting
- o Familiarity with federal grants and Uniform Guidance
- o Advanced Excel skills (e.g., pivot tables, complex formulas, financial models)

What We Offer:

- o Competitive salary range of \$90,000-\$105,000 depending on experience.
- o Comprehensive benefits package including 403b retirement plan
- o Hybrid work environment with flexibility
- o Meaningful work with a mission-driven team
- o Opportunities for professional development and advancement
- o A welcoming culture of learning and collaboration

To Apply:

Please submit your resume as well as a brief cover letter outlining your interest in the position and alignment with ServeMinnesota's mission. Send your resume and cover letter to applynow@serveminnesota.org.