

**All Applicants should submit a cover letter and resume to the email address listed below. Resumes will be reviewed two weeks after posting, position will open until filled. Please email your cover letter and resume to [swmhp@swmhp.org](mailto:swmhp@swmhp.org)**

## Organizational Background

The Southwest Minnesota Housing Partnership (SWMHP) is a 501(c)3 Community Housing Development Corporation with offices located in Slayton and Mankato Minnesota. Since its inception in 1992, the SWMHP has developed, financed or rehabilitated over 9,740 housing units with \$708,923,713 of investments and have assisted over 7,100 new and existing homeowners with homeownership services. Providing services in over thirty rural counties in Minnesota and Iowa our customers are defined as local units of government, nonprofit organizations, individuals and families, especially people who are most in need. The mission of the SWMHP is *“Creating thriving places to live, grow, and work through partnerships with communities”*. We achieve this mission by providing healthy, quality housing and premier community development services and programs; identifying and responding to community needs; and seizing opportunities to innovate and lead.

The SWMHP offers both a flexible work environment and a competitive benefits package. With offices located in both Slayton and Mankato the primary location for this position will be determined at the time of hire. Travel between offices will be expected on a regular basis, travel in state and out of state is anticipated on an occasional basis.

## SUMMARY:

The Chief Financial Officer will direct and oversee the financial activities of the corporation, direct the preparation of current financial reports and summaries, and create forecasts predicting future growth and sustainability. Other responsibilities include the management of financial systems and controls, general ledger, budget preparation, timely production of financial statements and other financial activities. The position will work closely with the Chief Executive Officer (CEO), Chief Operating Officer (COO), corporation senior management and staff, contractors, and funders to ensure the financial health of the corporation is maintained. This position will supervise all staff within the Finance Department.

## EXPERIENCE, COMPETENCIES AND EDUCATION:

- Bachelor's degree in Accounting, Financial or Business Administration is required. Master's degree is preferred.
- Minimum of three (3) years of industry or public accounting experience required. Experience in a corporate or not-for-profit environment with management responsibility preferred. Minimum of five (5) years of leadership experience in industry, public accounting, or not-for-profit environment is preferred.
- Demonstrated experience in the oversight of financial systems required
- Certified Public Accountant designation is preferred

- Extensive organizational skills
- Excellent verbal and written skills
- Ability to handle and manage multiple tasks
- Ability to work independently
- Computer Experience: Financial management software, Microsoft Office (Word, Excel, Access, Power Point)

## **PRINCIPAL JOB DUTIES AND RESPONSIBILITIES:**

**Investments and Capital:** Oversees investment of funds and works with investment bankers to raise additional capital required for expansion.

**Financial Planning and Analysis:** Studies long-range economic trends and projects their impact on future growth and cash flow by preparing regularly scheduled reports. Identifies opportunities for expansion into new product areas. Reviews planning process and suggests improvements to current methods. Works with the CEO and COO to coordinate planning and establish priorities for the planning process.

**Budget Preparation:** Works with CEO, COO, and senior management in preparation of annual budget. Oversees budget implementation, forecasting and adjustments throughout the year. Presents annual budget to board for annual review and approval.

**Accounting Software Management:** Responsible for the management of the corporation's financial software system. Oversees any changes to the system and its operations. Upgrades the software system as needed to meet the needs of the corporation. Enters data, establishes codes, develops and provides reports, and ensures that the software is fully utilized.

**Database Management:** Develops and strengthens financial database systems within the corporate accounting system. Ensures that the database information is accurate and useful to the reporting requirements of the corporation and strengthen the database system to meet the growing needs of the corporation.

**Payroll and Benefits Management:** Manages the operations of the payroll system for the corporation. Ensures that payroll conforms to all State and Federal regulations. Integrates the payroll system with all budgeting, auditing activities and with all benefits providers.

**Accounting Systems:** Develops, improves and manages all accounting system functions within the corporation, subsidiaries and affiliates. Manages billing systems, accounts payable and receivables in accordance with GAAP and institutes controls to ensure proper procedure is followed consistently by all staff. Review regularly accounting procedures for changes and improvements.

**Indirect Cost Plan:** Prepares the annual indirect cost plan for the corporation. Submits the plan for approval with required modifications.

**Financial Reporting:** Manages the preparation of reports for management and funders. Tracks and reports on the status of project budgets. Provides regular (monthly or bi-monthly as required) reports to Finance Committee and Board of Directors. Acts as the main staff liaison to the Finance Committee. Maintains tracking system of funds usage and expenditure, grant draws and balances, fee for service and other contracts billing and performance schedules in order to ensure compliance and improve billing system efficiency.

**General Ledger:** Ensures the reconciliation of general ledger accounts, journal entries, financial data for projects and grants, and preparation of financial reports.

**Accounts Receivable:** Oversight of invoice processing for services including coding of invoices, monitoring of outstanding invoices, and applying appropriate follow up procedures to ensure timely payment.

**Accounts Payable:** Provides oversight of processing vendor invoices, account coding of invoices, and data entry into accounting system for payment.

**Loan Compliance:** Monitors loan compliance and financial ratios for the organization and affiliated entities.

**Audit Preparation:** Assists with the preparation of the annual corporate and affiliated entity audits including adjusting entries, recording accruals, reconciling general ledger accounts and preparing schedules for the auditors. Manages external data collection.

**Record Keeping:** Ensures that all financial records of the corporation are kept in an orderly and structured fashion in accordance with adopted policies and compliance with state and federal requirements.

**Travel:** Travel within the region and State of Minnesota on occasion and will travel out of state as needed for training and other staff development opportunities. Must be willing to drive company vehicles or personal vehicle as required.

**Lifting:** Lift more than 50 pounds on occasion.

**Hours:** Work primarily daytime office hours during the week but will be expected to work a flexible schedule including evening hours and weekends to accommodate customer needs and deadlines.