

## **CHIEF FINANCIAL OFFICER – FULL-TIME**

Mid-Minnesota Legal Aid (MMLA) is seeking a Chief Financial Officer (CFO). This position is a full-time, hybrid, exempt, senior-level management position responsible for organizing, planning, directing, and evaluating MMLA's financial and operating support functions. MMLA has approximately \$19M in revenue comprised primarily through grants, legislative appropriations, and private donorship (through The Fund for Legal Aid). The CFO position involves the responsibility of managing and leading the financials and investments aspects of MMLA including accounting and internal controls; planning and budgeting; strategic planning and communication; creation of investment services; and overseeing and managing related consultants and partners. Additionally, the CFO is responsible for oversight and management MMLA's operations including information technology, human resources, and employee benefits administration; facilities; and insurance programs. The Controller, Director of IT, and Human Resources Manager report to the CFO.

As an equal opportunity employer, MMLA is committed to inclusive hiring and dedicated to diversity in our work and staff. We strongly encourage candidates of all identities, experiences, and communities to apply. We welcome information about how your experience can contribute to serving our diverse client communities. Applicants are encouraged to share in their cover letter how they can further our goal of equal justice for all. We are committed to a discrimination- and harassment-free workplace.

### **RESPONSIBILITIES:**

#### **Leadership**

Apply the principles of MMLA's Racial Justice Values Statement in all interactions. Work closely with the Executive Director and colleagues in developing and implementing organization-wide, strategic, financial, and operating goals; proactively identify potential crisis issues or situations and assist in developing strategies to mitigate and manage them. Present organizational financial information and strategies to MMLA's governance board and Fund Board.

#### **Finance Processes, Policies and Procedures**

Implement fiscal processes, policies and procedures as endorsed and advise leadership of needed changes. Implement and monitor all internal control activities. Remain current in any developments in accounting standards, best practices, and other rules and regulations concerning MMLA's budget.

#### **Budget**

Work with the Executive Director, other leadership, and staff to project and prepare the annual operating budget for recommendation to the governance board. Work with Deputy Directors and other staff to develop and monitor specific event, program, and initiative budgets.

#### **Audit**

Coordinate MMLA's annual audit and preparation of all tax and regulatory agency filings. Serve as liaison to the independent auditor by managing the preparation of all required financial records and letters for the audit and provide staff support.

#### **Finance Operations:**

Continually improve the fiscal-related operational systems, processes, and policies; ensure best financial IT practices are utilized; develop internal processes and controls as needed; coordinate creation and

implementation of budgets with appropriate staff; create budgets and timelines for projects related to financial management and manage workflow internal to the department to ensure smooth operations and compliance with accounting standards. Supervise, assign, plan, and review work of finance staff as necessary; develop, implement, evaluate, and maintain financial policies and standards to ensure strong internal controls, adherence to applicable federal and state regulations, and compliance with national standards. Provide oversight of the review and reconciliation of information on statements from financial institutions, the preparations of monthly and quarterly financial statements and summary financial information, and other necessary and requested financial reports. Clearly communicate to the Executive Director any cost savings ideas, revenue generating issues, or budget variance items.

### **Information Technology**

Provide leadership, collaboration, and thought partnership to the IT Director. Ensure technology systems and related trainings are in order to achieve optimal organizational performance through the efficient use of currently available technology. In partnership with the IT Director, evaluate technology systems and make recommendations for improvement to the Executive Director. Ensure that all technologically-based work is financially supported.

### **Human Resources**

Provide leadership, collaboration, and thought partnership to the Human Resources Manager (and any related consultants) to maintain employee files; coordinate functions including enrollment of new employees, work with outside benefits providers for the selection and monitoring of employee benefits, evaluating and recommending those plans which provide cost benefits and best value to both the organization and the employees; provide oversight of payroll processing, necessary conciliations and journal entries, new-hire processes, onboarding procedures, and trainings.

### **Facilities and Insurance**

Oversee and manage the efficient and effective operations of the organization's offices, monitoring applicable facility and equipment leases; oversee storage and recordkeeping processes; serve as the organization's risk manager, overseeing all property, casualty, and liability insurance programs and ensuring appropriate and cost-effective coverages are maintained.

### **General**

Model MMLA's values and engage in transparent, collaborative stewardship and communication across the organization. Foster a workplace environment where unit leadership and employees are motivated to advance the goals of the divisions, respond creatively to change, and maintain sound business practices. Create business and financial skills development and growth opportunities across legal and administrative unit leaders.

### **QUALIFICATIONS:**

#### **Required Qualifications:**

- Bachelor's degree plus 8-10 years of progressively responsible fiscal and management experience, including leading an organization in the development and implementation of its financial strategies and overseeing an organization's fiscal administration and budget.
- At least five years of supervisory experience.
- Demonstrated ability to formulate and implement financial strategies to meet organizational priorities.

- Excellent computer skills, including experience working within electronic financial systems.
- Demonstrated experience as an innovator in financial strategies, management, and planning.
- Experience working with diverse populations and in a complex organization.
- Excellent verbal and written communication skills.
- Excellent organizational skills.
- Excellent collaboration, supervision, management, and conflict resolution skills.
- Demonstrated ability to use sound judgment and initiative.
- Demonstrated knowledge of and commitment to the principles and practices of diversity, equity, and inclusion.
- Demonstrated experience leading people to meet goals while continuing to promote and maintain a motivating work environment.

**Preferred Qualifications:**

- Master's degree in Business Administration, Accounting, or Finance.
- Certified Public Accountant (CPA) designation.
- Strong financial background and experience navigating the financial landscape of a non-profit, or related work in a law firm or government sector.
- Project management experience.
- Proficiency in working with diverse revenue sources, including gifts, local, state and federal grants, endowments, private foundations, and corporate and individual donors.

**SALARY:** \$72,672 to \$112,205 per year, depending on experience, plus benefits. Benefits include family medical and dental insurance, short- and long-term disability, life insurance, 403(b) with employer match, FSA, employee assistance programs, and generous paid time off.

**APPLICATIONS:** Submit resume, cover letter expressing interest in the position, and three job-related references online at <https://mylegalaid.org/employment> until position is filled.

If you require a reasonable accommodation for completing this application, interviewing, or otherwise participating in our employee selection process, please contact Micaela Schuneman at [mschuneman@mylegalaid.org](mailto:mschuneman@mylegalaid.org).

Mid-Minnesota Legal Aid is an Equal Opportunity/Affirmative Action employer.