



## **Director of Finance & Administration**

### **About Little Free Library**

Little Free Library is a nonprofit that builds community, inspires readers, and expands book access for all through a global network of volunteer-led Little Free Library book-exchanges. Over the last three years, the organization has evolved with expanded philanthropic programming, a new mobile application, refreshed branding and a move to new offices in St. Paul, Minnesota. We have just completed a strategic plan process and are expanding to grant over 2,500 Little Free Library book exchanges over the next three years. We are looking for talented, inspired, action oriented staff to join our team.

### **Purpose of Position**

The Director of Finance & Administration is a new, leadership position in the organization. This role is responsible for managing all financial reporting and control in the organization and the day-to-day management of banking, insurance, transaction processing, and benefit vendor relationships. In addition to directing the financial management of Little Free Library, the Director of Finance & Administration will lead the organization's effort to capture, understand and use performance data to support mission success. Along with other Little Free Library Directors, this role will support and guide the execution of our strategic plan.

### **Key Responsibilities:**

- Implement and execute policies and procedures for all financial management functions, ensuring appropriate controls and compliance with generally accepted accounting practices.
- Recommend and establish new policies and procedures for financial management as circumstances change or become necessary.
- Maintain financial records, board records and recordkeeping systems to ensure compliance with all federal and state regulations, grantor requirements, and generally accepted accounting practices for nonprofits.
- Manage the outsourced accounting functions including accounts payable and receivable, general ledger maintenance (including account closing, balancing and reconciling accounts on a monthly and annual basis), payroll submission, 1099 and W2 generation, and other accounting tasks as contracted.
- Manage financial relationships and contracts with banks, payment processors, insurance companies and agents, and employee benefit providers. Troubleshoot issues in coordination with Director of Operations or Human Resource consultant as appropriate.
- Provide leadership and input to organization's information systems evolution and the strategic use of data to improve performance. Data sources include order processing,

CRM solutions, accounting systems, web analytics and development and volunteer management systems. Provide information/support to marketing, program services, and development as requested.

- Prepare, analyze and present (as requested) standard financial reports (income statements and balance sheets) and custom board management reports and organization scorecards in an accurate and timely manner.
- Produce financial reports for foundation and other funder grants; maintain financial reporting calendar due dates and submissions, including all required financial deliverables as stated per grant awards and contracts.
- Coordinate activities with outside audit/accounting firms by providing requested documents and reconciliation reports in a timely fashion.
- Coordinate and lead annual budgeting and planning process in conjunction with the Executive Director and Little Free Library Directors. Manage fixed asset listing.
- Support Executive Director and Little Free Library Board in tracking progress in the organization's strategic plan.
- Maintain all personnel and payroll records. Coordinate with Human Resources Consultant as necessary on human resource activities.
- With support of general office Administrative Assistant, coordinate board support including reporting, resource provision, scheduling, and record keeping.
- Be an active member of the Little Free Library leadership team.

**Skills and Qualifications:**

- Bachelor's degree from an accredited college or university in accounting, finance, or business administration. Advanced certification/education is a plus.
- A minimum of 6 years of accounting experience, at least 3 years in a nonprofit environment.
- Ability to analyze financial and operational data, prepare financial reports, statements, profitability analyses, and grant financial reports.
- Demonstrated and robust knowledge of QuickBooks Online, Excel and other Microsoft Programs as well as Google office applications.
- Experience with online marketplaces (Amazon, eBay, Etsy, Shopify) and credit card processors (iATS, Stripe, PayPal).
- General understanding of CRM solutions, knowledge of Salesforce helpful.
- Thorough knowledge of budgeting and accounting practices, processes and procedures of nonprofit organizations including grants budgeting and management, compliance and tax reporting.
- Good communication skills, both verbal and written.
- Organized with constant attention to detail and accuracy.
- Ability to interact professionally with Little Free Library staff, Board members, volunteers, and other related customers and vendors.
- Willingness to work a flexible schedule as necessary for meetings and events.
- Passionate about literacy and being part of an organization working to address it.

**Additional Details**

- Physical requirements are those of a typical office setting
- There is the opportunity for remote work with a hybrid work situation - working from the St. Paul office at least 3 days per week.
- Position is located at 2327 Wycliff St., Suite 220, St. Paul, MN 55114.

**Reports to:** Executive Director

**Supervises:** Contract accounting, contract HR generalist, shared Administrative Assistant, Business Analyst (open).

**Compensation & Benefits**

The annual salary range for this position is \$75,000 to \$90,000 depending on experience. Little Free Library provides a robust package of benefits including paid vacation, medical coverage, 13 paid holidays, paid service days, a retirement plan and the opportunity for remote work.

Little Free Library is an equal opportunity employer. BIPOC and LGBTQ+ candidates are strongly encouraged to apply.

Apply [online](#) with resume and cover letter.

Application deadline: November 30th