



the **Aliveness** project

Finance & Operations Director

The Aliveness Project is a thriving non-profit organization dedicated to supporting stability of health and wellness for people living with HIV/AIDS in Minnesota. Founded in 1985, Aliveness provides important supportive services such as emergency food shelf, hot meals, case management, integrative therapies, and HIV prevention outreach/programming. In addition, Aliveness provides a physical space for people impacted by HIV to participate in educational programming, build skills and create community. We have a dynamic, mission driven staff, an atmosphere of learning and fun, and a dedication to providing a positive experience for all who walk through our doors.

Position Title: Finance & Operations Director
Reports to: Executive Director
Supervises: Data Entry Specialist (0.6FTE)

Exempt Status: Exempt, Salaried
Hours: 40 hours per week, including occasional evenings and weekends.

Position Summary: The position of Finance & Operations Director is responsible for directing and enhancing the organization's internal processes and critical infrastructure to support the mission of The Aliveness Project. Specifically, the Finance & Operations Director will oversee and be responsible for all accounting, financial management, human resources, and nonprofit administration of the agency. The Finance & Operations Director will play a lead role in the implementation of the strategic plan, specifically as it pertains to financial and HR policy, procedure and evaluation. The Finance & Operations Director will lead day-to-day finance operations and have functional responsibility for payroll, HR / benefits administration, accounts payable, receivables, oversight of purchasing, financial statements, financial reporting requirements of public and private grants, and budget/forecasting analysis. This position will ensure Aliveness has the systems and procedures in place to support effective program implementation, ensure strong internal controls and conduct flawless audits. The Finance & Operations Director sits on the Leadership team and works closely with other Directors, requiring cross departmental collaboration on key agency initiatives. As an agency with a small administrative/office team, the Finance & Operations Director is a key player in ensuring the "mechanics" of the office run smoothly. Comfort with tasks ranging from daily to specialized is a must.

Primary Responsibilities:

Accounting/Finance

- Manage and oversee all financial and business planning activities including:
- Oversight of business policies and accounting practices.
- Produce and analyze financial reports as needed for ED and Board
- Support and advise Executive Director in decision making
- Lead and support organizational budgeting process.

- Oversee and perform all agency accounting functions, e.g. accounts payable, accounts receivable, monthly reconciliation and charts of accounts.
- Manage funder invoices and track timely payment.
- Manage Aliveness's annual audit and 990 preparation with outside CPA
- Communicate with the Board Treasurer as needed. Act as staff liaison to the Board Finance Committee.
- Collaborate with the Development Department to track restricted and unrestricted funds and ensure their appropriate use.
- Assist in the management of Aliveness's cash flow.
- Manage Aliveness's payroll processes with payroll service provider, Paychex.
- Act as Aliveness's chief knowledge/compliance source and contact on all government funding contracts and assist management in day-to-day planning in regards to maximizing the contracts' benefit.
- Responsible for Ryan White billing to correlating government agencies.
- Other duties in this area as assigned.

Human Resources

- Administer benefits and HR support for 35 staff (14 part-time; 21 full-time).
- Act as primary liaison between Aliveness and HR vendor and administer Aliveness HR software. Lead recurring activities such as collecting and entering payroll and scheduling annual reviews for all staff.
- Administer Aliveness's benefits: Medical insurance, dental insurance, life insurance, disability insurance, HSAs, workers' comp and unemployment insurance; COBRA compliance.
- Maintain legal employment records and work to maintain reasonable consistency among all records.
- Ensure that Aliveness remains current and in compliance with all local, state and federal employment related regulations. i.e. Wage & Hour regulations, MNOSHA, IRS code, Americans with Disabilities Act, MN Parenting Act and Affirmative Action.
- Manage employee background checks.
- Manage the new hire, disciplinary and termination processes to maintain consistency and legal compliance.
- Maintain Aliveness personnel policies and act as a resource for the staff and management in policy interpretation and application.
- Other duties in this area as assigned.

Other Operations & Nonprofit Administration

- Administer all annual nonprofit compliance filings.
- Procure, monitor and manage business insurance.
- Maintain information technology and financial systems that support the growth of specific programs and the organization overall.
- Act as point person for administrative functions of the office, including oversight of purchasing of office equipment, supplies, management of contracts for leased office equipment
- Coordination with Building Manager on facilities-related purchasing.
- Point person for facility usage by outside groups.

Education and Experience: A Bachelor Degree (or higher) in Business Administration, Finance or Accounting preferred (or equivalent experience in similar position for 10+ years). A minimum of three years' experience in non-profit management, HR and government funding contract management. Demonstrated success developing and monitoring systems to manage both operational and programmatic work that involve high levels of collaboration.

Knowledge, Skills and Abilities:

- Strong organizational development, project management, personnel management, budget and resource development and strategic planning skills.
- Strong technology skills, including Excel, Access and QuickBooks.
- Familiarity with Paychex.
- Excellent communication skills, both verbal and written; able to communicate internally and externally with board members, funders and vendors.
- Ability to be flexible and multitask.
- Excellent people skills, with an ability to partner with a dynamic leadership team.
- Personal qualities of integrity, credibility and commitment to the mission of The Aliveness Project.
- Ability to work independently and collaboratively.
- Ability to read and understand contracts.
- Experience and desire to work in a fast paced, multicultural, human services oriented environment important.

Physical Requirements/Work Environment:

While performing the duties of this job, the employee is required to sit and work on a computer for long periods of time. The employee will need to be able to articulate, hear and be heard across phone lines. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities or special needs to perform essential functions.

NOTE: The statements herein are intended to describe the general nature and level of work performed by the employee, but are not a complete list of responsibilities, duties, and skills required. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Salary: Salary range is \$58,000 - \$68,000 based on experience. Benefits include health insurance, holidays and Paid Time Off (PTO).

To Apply: Send resume, cover letter, and 3 references in a single Word or PDF document to matt@aliveness.org. No faxed or mailed materials. Position open until filled.

Equal Opportunity Employer

The Aliveness Project is an Equal Opportunity Employer and does not discriminate on the basis of actual or perceived race, color, national origin, ancestry, sex, gender, gender identity, and gender expression, religious creed, disability (mental and physical) including HIV, AIDS, and AIDS-related conditions, medical condition (including cancer and genetic characteristics), genetic information, age, marital status, sexual orientation, military and veteran status, or any other characteristic protected by federal, state or local law.

People of color, women, trans and gender-nonconforming people, and applicants with backgrounds and lived experiences connected with The Aliveness Project's mission and/or who personally identify with the community groups we support are strongly encouraged to apply.