**POSITION DESCRIPTION**

**Arrowhead Regional Development Commission**

**Job Title: Financial Analyst**

**Division: ARDC Finance**

**Reports to:** Finance Director

**Classification: Finance II**

**FLSA Status:** Non-exempt

**JOB SUMMARY:**

The Finance Analyst is a technical expert and coordinates the accounting functions of Arrowhead Regional Development Commission. Key responsibilities of this position include maintenance of general ledger codes and funds, financial reporting, grants coordination and compliance, accounts payable and receivable, payroll, daily cash management, manage vendor and consultant contracts, and monitor budgets including preparation and reconciliation of financial worksheets for annual audit. This position is a leader and a mentor to the finance support staff.

**Primary Duties and Responsibilities:**

1. Timecard data entry and review electronic timecards.
2. Field and resolve timecard discrepancies and/or questions accurately.
3. Enter vendor invoices and process for payment.
4. Support accounts receivable and cash receipts processes.
5. Assist with development and management of division budgets as needed, making sure budget changes are tracked in GMS accounting software.
6. Provide financial reports and technical assistance, as needed.
7. Complete and/or monitor required financial reporting to grantors per required due dates and follow through funds received. Become a user of DHS Grant Utility and Minnesota Management and Budget SWIFT; enter and monitor data.
8. Complete reporting requirements and requests for payments for agency Aging Division including Foundation, State and Federal awards.
9. Read, file and follow all requirements set forth in Notice of Grant Awards (NGA) as they pertain to use of funds and follow all timelines for accepting and/or requesting funds.
10. Be familiar with ARDC Procurement process, along with Indirect Cost plan, and assist with compliance and administrative procedures.
11. Maintain grants record keeping and filing system with sufficient supporting documentation for existing projects.
12. Complete and maintain a current project closeout process for all state and federal grant awards.
13. Under guidance of the ARDC Finance director, develop and implement feedback for annual ARDC agency audit preparatory and participation systems.
14. Participate in ARDC meetings and workgroups as needed and requested.
15. Routine maintenance of company vehicle (including but not limited to, oil changes, brake checks, and tire rotations.)
16. Order miscellaneous job supplies.
17. Other duties as assigned.

**Key Relationships**: Works closely with the ARDC Finance Director and other Operations staff including internal finance staff and Human Resources. Works closely with Division Directors, key division staff, and management team. Works with external contacts to foster or strengthen relationships with the Minnesota Board on Aging (MBA), Arrowhead Regional Development Commission (ARDC) Board and Commission, Minnesota Department of Transportation (MNDOT), Federal Highways, Foundations, and other state and federal agencies. Works closely with auditors, contractors and other organizations that support the day-to-day operations of ARDC.

**POSITION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability and physical demands required, and environmental characteristics encountered. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions. Hiring for this position is contingent on passing a background check. This is a full-time position which will include overtime during peak times.

**Education/Experience:**

Bachelor’s degree or higher and two years of related experience, or, AA degree and four years of related experience, or, 6 years of related work experience in Accounting, Finance or related field. Experience in designing proposals and contracts, planning, project development, fund accounting, and/or management in a health care or government setting is a plus.

**Other:** A valid driver’s license is required.

**Competencies:**

Knowledge and understanding of:

* Project management.
* Bookkeeping/accounting procedures.
* Monitoring accounts accurately.
* Excellent data entry skills
* Database management; sufficient to design, maintain, enter and retrieve accurate data for reports.
* Cost tracking and accounting procedures.
* Intermediate accounting skills and practices, terminology and reporting requirements, including the basic principles of fund accounting.
* Federal and State grant management practices and requirements.
* Proper English-usage, grammar, punctuation, reading comprehension, spelling and vocabulary at a level sufficient to interpret statutes and legal documents.
* Strong computer skills, including Outlook, Microsoft Office, Word, Excel; prior knowledge of GMS software is a plus.
* General knowledge of office equipment and systems.
* Acuity in safe/secure online practices.
* Detail-oriented for all general accounting and auditing tasks and provide the company with accurate information.
* Strong organizational skills are essential.

Ability to:

* Implement administrative support practices and procedures.
* Understand and apply oral and written instructions.
* Handle confidential and sensitive information properly and with discretion.
* Perform assigned work independently, efficiently, and in a timely manner – meeting deadlines.
* Prioritize work, problem solve, plan and communicate effectively.
* Maintain a detailed-focused position.
* Think critically and strategically, work innovatively, independently and as a team; handle multiple projects simultaneously.
* Conduct presentations appropriate for a variety of consumer and professional audiences if needed.
* Establish and maintain cooperative and effective working relationships with a wide audience including all staff (including remote workers) and external customers, agencies and organizations.
* Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
* Write reports for technical and lay audiences and to write proposals and grant applications, if needed.

**Language Skills:** Ability to read, analyze, and interpret statute, contracts, technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community. Ability to effectively present information to elected officials, top management, public groups, and/or boards of directors.

**Mathematical Skills:** Ability to work with mathematical concepts such as probability and statistical inference. Skills sufficient to; add, subtract, multiply, divide, count, total and make change and/or monitor accounts accurately. The ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions.

**Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Physical Demands:** The employee is regularly required to understand the speech of another person and speak clearly so listeners can understand. The employee is frequently required to sit for long periods of time in front of a computer screen, perform repetitive movements, and use a telephone, computer, fax machine and copier. The employee must occasionally reach, lift and/or move up to 25 pounds. It is essential candidate have vision ability to frequently see details of objects that are less than a few feet away to accurately proofread documents, detailed reports, and correspondence and respond timely to ensure deadlines are met.

**Work Environment:** Employee works in a professional office. The noise level in the work environment is usually quiet. There are no hazards or unsafe conditions in this environment.

**Travel:** Position requires minimal travel and overnight travel.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date