

# **Join our Textile Center team!**

## **Director of Finance**

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Artwork by Blair Treuer, 2022 McKnight Fiber Artist Fellows exhibition



Textile Center is unique as America's national center for fiber art, with a mission to ***honor textile traditions, promote excellence and innovation, nurture appreciation, and inspire widespread participation in fiber art.***

The Center's resources include exceptional fiber art exhibitions, an artisan shop, a professional-grade dye lab, a natural dye plant garden, and one of the nation's largest circulating textile libraries open to the public.

[textilecentermn.org](http://textilecentermn.org)

## DIRECTOR OF FINANCE JOB POSTING

Job Title:	Director of Finance
Status:	Part time, 32 hours/week, Exempt
Reports to:	Executive Director
Supervises:	Bookkeeper
Pay Rate:	\$50,000 - \$58,000 Dependent upon experience and qualifications
Benefits:	See details below
Job Type:	Primarily on site, some remote
Timeline:	Position open until filled

A national center for fiber art based in Minneapolis, Textile Center's mission is to honor textile traditions, promote excellence and innovation, nurture appreciation, and inspire widespread participation in fiber art. Textile Center is entering a period of building back programming and operations as the pandemic moves into an endemic phase, and we are excited to recruit new team members to work with us as we begin implementation of our [new five-year strategic plan](#) that focuses on supporting all textile traditions and honoring the skill, artistry, cultural traditions and community that make the world of fiber art vibrant and inclusive.

### **POSITION SCOPE AND PURPOSE**

Reporting to the Executive Director, the Director of Finance is an accounting professional responsible for the organization's financial and accounting functions, providing oversight, transparency, compliance, and sustainability. They will lead with integrity and create excitement around our mission and culture, making sure the team provides high quality, efficient, and accurate financial information.

### **ESSENTIAL DUTIES**

#### **Finance and Accounting:**

- Create, monitor, and report for an annual budget of \$1.2 million.
- Prepare monthly financial reports such as statement of financial position and statement of activities in compliance with nonprofit GAAP reporting standards.
- Serve as the primary contact for external auditors, prepare necessary documentation and other reports, answer questions as needed. Assist external accountants with preparation of Form 990.
- Prepare and issue reports as required by federal and local government including 1099 forms. Track sales tax and ensure timely payments are made.
- Monitor accounts payable and accounts receivable.
- Work with Executive Director to manage cash flow, cash balances, banking relationships, and investments.
- Assist with the administration of insurance policies (including general liability, property, directors and officers, workers' compensation, etc.).
- Work with Executive Director to maintain donor-restricted supporting schedules, restricted releases, and multi-year grant reporting as necessary to ensure proper accounting of funds.
- Prepare and submit quarterly unemployment earnings reports.

#### **Strategy, Vision, and Leadership:**

- Advise and work with the Executive Director and other key members of the leadership team on financial budget planning, budget reforecasting, cash flow, investment priorities, and policy matters with a focus on artistic and operational priorities while balancing financial wellbeing.
- Contribute to the development of the organization's strategic goals and objectives
- Ensure the Board is informed and receives timely financial reports and updates
- Provide financial analysis for various aspects of organizational operations including earned and contributed income trends, costs, and benefits
- Work with Executive Director and Board on oversight and reporting of investment portfolio

#### **Team Development and Leadership:**

- Oversee, direct, and organize the work of finance and grant financial reporting.
- Promote a culture of high performance and continuous improvement
- Mentor, develop, and monitor staff performance using a supportive and collaborative approach, set goals, assign accountabilities, set objectives, establish priorities, and conduct annual performance reviews.

## **KEY COMPETENCIES**

- **Leadership** – Own outcomes, work collaboratively, demonstrate high integrity, passion, and commitment to the mission and goals of organization.
- **Strategy** – Understand and commit to the goal of excellence and implementing process improvement. Act as a leader recommending new approaches, policies and procedures for the organization as needed.
- **Process** – Prepare and analyze financial statements, regularly reconcile balance sheet accounts, understand and interpret financials for board and staff. Maintain well organized records, attention to detail, and complete external audits in a timely manner.
- **Communication** – Respect and maintain excellent internal and external relationships that value others and our work. Distill and convey information in a clear, complete, and timely manner in alignment with organizational messaging.
- **Support** – As a team leader, oversee accounts payable, accounts receivable, and payroll processing. Collaborate with colleagues. Works closely with Board Treasurer, Finance Committee and staff.
- **Culture** – Cultivate an environment that is inclusive, model positive behaviors, and support the organizational vision, mission, and goals. Work autonomously as well as be an effective team leader.
- **Efficiency** – Able to plan, organize, and achieve objectives proficiently.

## **EQUIPMENT USED**

- Computer, mouse, keyboard, telephone, copier/printer.

## **BENEFITS**

- Health insurance (Textile Center pays percentage of employee's monthly premium)
- Dental insurance, flexible spending account, retirement savings plan (100% employee funded)
- Insurance: Life, AD+D, ST/LT disability (Textile Center pays 100%)
- Paid vacation, sick, and holiday time (Prorated at 3/4 time)
- Discount on Shop purchases; free and discounted class opportunities

## **QUALIFICATIONS (minimum)**

- Bachelor's degree preferred, in accounting, business, or related field.
- Minimum 3+ years accounting/finance management experience
- Nonprofit accounting experience preferred
- Highly proficient with QuickBooks Accounting Software; QB Enterprise Solutions preferred
- Proficient with Microsoft Office applications
- Proficient with database systems and reporting; Salesforce preferred
- Experience with credit card processing systems and how they interact with accounting system transactions and bank accounts
- Ability to sit for long periods of time and engage in repetitive motions
- Fully vaccinated for COVID-19

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Management retains the discretion to add or change the duties of the position at any time.

Textile Center is an equal opportunity employer and considers all qualified applicants for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, disability, or veteran status. View our declaration of anti-racism here: [textilecentermn.org/declaration-of-anti-racism/](https://textilecentermn.org/declaration-of-anti-racism/)

Applicants for this position must successfully pass a background screening, and/or additional skills test as determined by management.

## **TO APPLY**

Please send cover letter, current resume, and 3 professional references to: Nancy Gross, Director of Administration, at [ngross@textilecentermn.org](mailto:ngross@textilecentermn.org).