



## POSITION DESCRIPTION

*Tech Dump, a division of Jobs Foundation, is a growing 501(c)(3) social enterprise providing job training and practical experience for adults facing barriers to employment to prepare them to be more valuable employees with an expanding future. We accomplish this through recycling (Tech Dump) and refurbishing (Tech Discounts) electronics at two locations in the Twin Cities.*

**TITLE:** Director of Finance and Administration

**REPORTS TO:** Chief Executive Officer (CEO)

**LOCATION:** Position based at the St. Paul facility

### **SUMMARY:**

This position is responsible for overseeing all accounting/finance and HR/administrative functions for Tech Dump and Tech Discounts. The Director of Finance and Administration works with leadership and staff to ensure sound fiscal controls and operations for organizational success. Scope includes financial reporting, budget administration, A/P and A/R activities, reporting and reconciliation, HR guidance, and staff supervision.

### **ESSENTIAL ACCOUNTABILITIES:**

#### Financial Management & Reporting, Audit and Analysis:

- Responsibility includes the preparation, review and approval of monthly, quarterly, and annual financial reporting materials and metrics for the CEO and Board of Directors (BOD).
- Oversees budget administration, including annual planning activities with leadership, forecasting and cash flow analysis, and monthly reporting.
- Ensures accurate payroll processing and regulatory financial reporting (990 and related).
- Informs management about accounting and fiscal activities important to the organization, reporting key financial data in support of goals, KPIs, and action plans.
- Partners with and coaches managers and staff on good financial management.
- Coordinates internal and external audits of organizational financial activities.
- Responsible for analyzing and reconciling data according to standard accounting practices.
- Develops and administers policies and procedures for internal controls and compliance, and for effective financial operations. Develops and uses systems for maintaining financial records, ensuring effective use of technology and security.

#### Accounts Payable and Accounts Receivable:

- Directs the work of staff responsible for coordination of accounts payable and receivable activities; ensures the accuracy of the entire process for vendor payment, tracking and paying invoices and reimbursements, completing journal entries, and resolving variances.
- Ensures company policies and procedures are being followed.

#### Staff Supervision:

- Supervises accounting specialist and HR & payroll specialist positions. Responsible for the selection and performance management of staff, providing work direction, performance feedback, coaching, and development opportunities.



Additional:

- Manages insurance coverages, ensuring appropriate coverage, the consolidation and integration of all insurance coverage, and competitive bidding.
- Other projects and activities as assigned.

**QUALIFICATIONS AND EXPERIENCE:**

- Associate degree in accounting, finance, or related is required; bachelors degree in accounting or business-related area preferred.
- Minimum 5 years of accounting experience, including activities such as budgeting, A/P, A/R, payroll, reconciliation, audit, analysis, and financial reporting.
- Minimum one year experience supervising staff, including activities such as hiring, providing work direction, and reviewing performance.
- Intermediate PC software skills, including Microsoft Office (Word, Excel) and database administration required, strongly prefer Quickbooks experience.
- Demonstrated ability to analyze information, develop alternative solutions, and make recommendations.
- Demonstrated process and procedure-oriented with excellent organizational skills and attention to detail.
- Ability to effectively communicate and work collaboratively with employees, customers and vendors. Demonstrated ability to handle confidential information with discretion.
- Dedicated to process and continuous improvement.
- Support of and ability to reflect the values of Tech Dump: Teamwork, Respect, Responsibility, Commitment and Hope.

**Additional Position Information:**

*Classification:* Exempt, according to FLSA guidelines.

*Physical Requirements:* The office environment includes regular standing, walking and sitting at desk, use of PC, occasional lifting of approximately 10 pounds.

*Work Schedule:* This is a full-time position. Core business hours are Monday - Friday 8:00 a.m. to 4:30 p.m.

*Other:* This position may include occasional travel within the Twin Cities metro area for meetings at several locations. Occasional evening or weekend availability may be necessary.

*This job description may not cover or contain a comprehensive listing of activities or responsibilities that are required of the employee for this job. Activities and responsibilities may change at any time.*

*Tech Dump is an equal opportunity employer.*

Updated on November 1, 2018