



Creating a Pathway for Success for

Businesses and Communities

Posted: January 2, 2018

POSITION ANNOUNCEMENT

Full-Time

Finance and Accounting Manager

Prospera Business Network is the lead non-profit organization advancing and supporting community-centered economic development in southwest Montana. Our focus is helping people start and grow their businesses – in turn strengthening our region’s economy and communities. Our services are individualized and client-focused, offering entrepreneurs and business owners a comprehensive pathway to success. At Prospera, we provide confidential business counseling, specialized professional trainings, small business loans, business development grants and timely economic research.

Position Summary:

This position plays a vital role in managing the financial health of Prospera, and ensures the proper management of both Prospera, a member-supported 501(c)(4), and our affiliated 501(c)(3) Prospera Foundation. The Finance and Accounting Manager will serve as the lead staff member responsible for Prospera’s financial operations including: accounting, bookkeeping, payroll, A/R and A/P, grant reporting, preparation for annual audits, and tax filings.

This position reports directly to the Executive Director and supports other program staff to ensure that all financial and business operations at Prospera – including the organization’s reporting to multiple local, state, and federal agencies – are accurate and timely. The Finance and Accounting Manager will act as the liaison to the Board Treasurer and the Board of Directors’ Finance Committee and will also interact with state and federal agencies, Prospera’s clients, and business leaders in the community. This position receives administrative/bookkeeping support from Prospera’s Office Manager.

The financial management role can be complex, as Prospera’s programs and their associated local, state, and federal funding sources each have their own financial reporting timelines and requirements. However, the Finance and Accounting Manager will benefit from an established management and accounting system that has a track record of successfully satisfying these requirements. In addition to operating as a membership-based nonprofit, Prospera is home to the Montana Women’s Business Center (WBC) which receives federal funds from the U.S. Small Business Administration. Prospera also receives and manages grant funding from the Montana Department of Commerce and oversees three revolving loan funds that involve local governments, the USDA, and the Montana Board of Investments. Additionally, Prospera raises restricted and unrestricted funds for its 501(c)(3) foundation, which directly support Prospera’s programs.

Working at Prospera is fun and dynamic because our programs directly benefit individuals, businesses and communities in southwestern Montana. Prospera is a growing organization, and this position will have an active role in continually improving our systems and processes to better support the organization and ultimately increase Prospera’s capacity to serve our clients and communities.

Desired Skills:

- Highly-skilled, with a passion for non-profit accounting and bookkeeping best practices.
- Strong interpersonal skills, collaborative and able to build positive peer relationships at Prospera and with outside agencies, clients, and community leaders.
- Organized and supportive, able to communicate and organize workflow with program staff to meet numerous program reporting requirements and deadlines.
- Thoughtful and resourceful, with a track-record for thinking through challenges, and drawing on other staff and peer organizations to achieve goals.
- Adaptive and diligent in maintaining familiarity with evolving grant and financial requirements.
- Interest in and support for Prospera's work with business leaders and our mission.

Required Qualifications:

- A four-year college degree in business, finance, accounting or related field.
- Knowledge and the application of generally accepted accounting principles (GAAP).
- At least four-years of direct work experience in accounting, bookkeeping and financial management for private business or non-profit organizations.
- A background in non-profit financial management, especially regarding federal and state grant management and financial reporting requirements.
- Direct experience managing annual audits and tax filings.
- Computer literacy, adept with Microsoft Office Suite and QuickBooks.
- A CPA license is a plus, but is not required.

Work Conditions:

Prospera has a collaborative work culture that is positive, energetic, and fun. The work week is generally Monday - Friday 8:30 am to 5:00 pm, with occasional meetings outside these hours. Travel requirements are minimal.

Compensation:

The position is a full-time salaried exempt position. Starting salary is \$50,000 - \$60,000 DOE. Benefits include 20 paid-time off days, 10 paid holidays, health insurance options with employer contribution to HSA account, and a SIMPLE IRA with a 3% match.

To Apply:

Please review the job description included and apply by providing a cover letter, resume, and three professional references.

The cover letter should briefly describe your interest in Prospera and your qualifications. Clear, concise writing is essential and the cover letter will be considered a writing sample in addition to serving as a personal introduction.

E-mail your application materials to: cpowell@prosperabusinessnetwork.org with "Finance and Accounting Manager" in the subject line.

Initial applicant review will begin Monday, January 15, 2018.

Later applications will be accepted as the position is open until filled.

Finance and Accounting Manager Job Description

The Finance and Accounting Manager plays a vital role in managing the financial health of Prospera, and ensures the proper management of both Prospera, a member-supported 501(c)(4), and our affiliated 501(c)(3) Prospera Foundation. The Finance and Accounting Manager will serve as the lead staff member responsible for Prospera's financial operations including: accounting, bookkeeping, payroll, A/R and A/P, preparation for annual audits, grant and loan reporting, and tax filings.

This position reports directly to the Executive Director and supports other program staff to ensure that all financial and business operations at Prospera – including the organization's reporting to multiple local, state, and federal agencies – are accurate and timely. The Finance and Accounting Manager will act as the liaison to the Board Treasurer and the Board of Directors' Finance Committee and will also interact with state and federal agencies, Prospera's clients, and business leaders in the community. This position receives administrative/bookkeeping support from Prospera's Office Manager.

The financial management role can be complex, as Prospera's programs and their associated local, state, and federal funding sources each have their own financial reporting timelines and requirements. However, the Finance and Accounting Manager will benefit from an established management and accounting system that has a track record of successfully satisfying these requirements. In addition to operating as a membership-based nonprofit, Prospera is home to the Montana Women's Business Center (WBC) which receives federal funds from the U.S. Small Business Administration. Prospera also receives and manages grant funding from the Montana Department of Commerce and oversees three revolving loan funds that involve local governments, the USDA, and the Montana Board of Investments. Additionally, Prospera raises restricted and unrestricted funds for its 501(c)(3) foundation, which directly support Prospera's programs.

Working at Prospera is fun and dynamic because our programs directly benefit individuals, businesses and communities in southwestern Montana. Prospera is a growing organization, and this position will have an active role in continually improving our systems and processes to better support the organization and increase its impact.

Duties and Responsibilities:

This position works with the Executive Director, Board Treasurer and Board Finance Committee to inform and engage them in the financial health of Prospera and its accounting functions and policies. This position will work closely with and support all Prospera staff with their programs financial reporting needs.

ACCOUNTING AND BOOKKEEPING OPERATIONS

The Finance and Accounting Manager is responsible for coordinating and performing all aspects of Prospera's financial operations, with support from the Office Manager, including:

- Ensure accurate recordkeeping in QuickBooks and oversee all routine A/R and A/P activities.
- Coordinate with the Executive Director to document and complete bi-monthly payroll and contract payments as needed.
- Manage closing the books monthly for timely reporting and cashflow analysis, and balance funds for the organization's eight bank accounts.
- Ensure accurate weekly deposits to multiple bank accounts, including all transfer payments between accounts and from the 501(c)(3) foundation.
- Coordinate and manage proper segregation of duties and internal controls with the Executive Director and Office Manager.
- Ensure all staff adhere to Prospera's financial policies and procedures.
- Maintain electronic and hardcopy filing systems for all accounting and grant records for reporting and audits per funding agencies' requirements.
- Research and implement efficiency improvements such as online banking and bill pay.
- Establish and implement a document retention policy in coordination with the Office Manager.

GRANT MANAGEMENT AND FINANCIAL REPORTING

This position will be responsible for directly communicating to Prospera's funding agencies, business grant clients, and supporting program staff with needed financial information in the following ways:

- Assist with developing program budgets and produce financial reports for the U.S. Small Business Administration for the Women's Business Center (WBC) program.
- Support other financial needs of the WBC and assist with periodic on-site financial audits from the U.S. Small Business Administration.
- Generate financial reports for Prospera's Certified Regional Development Corporation funding from the MT Department of Commerce.
- Report to local governments and the MT Department of Commerce on Prospera's two revolving loan funds that are funded from the Community Development Block Grant program.
- Report to the U.S. Department of Agriculture and the MT Board of Investments on Prospera's Intermediary Relending Program revolving loan fund.
- Develop and maintain a working knowledge of the software programs used for Prospera's revolving loan fund program (GMS and Compliance One).
- Manage and process grant reimbursements for Prospera's clients of the Big Sky Economic Development Trust Fund (BSTF) grant program, operated by the MT Department of Commerce.
- Oversee financial reporting to the MT Department of Commerce about the BSTF program.
- Prepare financial reporting for charitable donors and on restricted funds from private foundations.

BUDGETING AND CASH FLOW ANALYSIS

- Work with the Executive Director on the annual budget, monthly financial statements, and financial forecasting for the organization.
- Maintain and improve accounting procedures and structures to align with program activities and new programs or projects.
- Prepare monthly "quick cash" and cash flow reports on an accrual basis.
- Plan for and organize fund transfers to properly fund operations.

ANNUAL AUDIT AND TAX FILINGS

- Coordinate and manage all of the processes, information, and reporting needed for an annual independent audit, including year-end confirmation letters from all active loan clients.
- Prepare and coordinate the financial information for all state and federal tax filings for Prospera's 501(c)(4), and 501(c)(3) (including payroll reporting and annual W2's).
- Manage and coordinate the use of our in-kind support from private accounting firms.
- Coordinate the needed review and approvals from the Board of Directors and Board Finance Committee.

OTHER

- Aid staff in tracking and recording membership dues and in-kind support of Prospera and its programs.
- Maintain and update our business insurance and health insurance recordkeeping.
- Support our annual review and loan loss reserves analysis.
- Assist staff with other financial documentation and reporting as needed.
- Coordinate HR activities including legal compliance and policy administration.
- Organize meetings and materials needed for the Board Finance Committee and Treasurer and periodically attend board meetings for financial reporting.
- Participate in staff meetings and planning sessions to assist with strategic growth efforts and help to plan for the financial management needed to grow our program revenue, private donations, loan programs, and emerging funding sources.
- Attend and participate in select Prospera and WBC events to help represent and promote Prospera.