

A BREATH *of* HOPE

L U N G F O U N D A T I O N

Accounting and Administration Manager

Job Announcement:

Accounting and Administration Manager

A Breath of Hope Lung Foundation

Minnetonka, Minnesota

ABOUT A BREATH OF HOPE LUNG FOUNDATION (ABOH)

ABOH is a leading lung cancer nonprofit with a mission to improve survivorship through research, awareness and education, and patient/family support. Our patient and family support services are currently offered only in MN, while our research program is national, and our online patient education program has recently moved to a global audience. As our footprint expands, so does the complexity and depth of our work and services. Our talented and committed team of eight staff members works collaboratively to fund more lung cancer research, educate more people for earlier detection, and support more patients and caregivers for improved outcomes. Visit www.ABreathofHope.org for more information.

Position Description

This position will report to the executive director and supervise one to two staff. This staff will join a highly talented team that includes a marketing and communications manager, event and awareness manager, patient and family support services manager, a part-time office and HR coordinator and part-time interns. This position also contributes to program and organizational strategy development in partnership with the executive team, staff and board of directors.

The Accounting and Administration Manager is an exempt, full-time position. **Full time hours are negotiable: 32-40 hours/week. Pay range is \$65K + depending on qualifications, with benefits including health or health stipend, retirement and a generous PTO plan.**

Primary Duties and Responsibilities

Accounting

Oversees and performs all day-to-day accounting functions, including:

- a. Accounts payable and receivable, cash flow management
- b. **Quick Books** entry
- c. Contract and grant planning, management, compliance, and reporting
- d. Ensures that all financial records and reports of GRG are maintained in accordance with sound financial controls and generally accepted accounting principles
- e. Semi-monthly and annual financial reporting to the ED (PL, BS, PL by class, Budget Actual, Statement of Activities)
- f. Works with external auditor to perform annual financial audit
- g. Works with Executive Director and other staff to develop project/program budgets and to support project analysis, rate determination, bidding and project and budget tracking
- h. Works with Executive Director to develop annual budget and to implement strategic plan
- i. Works closely with project managers to ensure projects stay on budget

- j. Reconciles DB & QB with bank statements bi-monthly
- k. Oversees office operations, processes and procedures to ensure staff efficiency

Human Resources

- a. Supervises one or more staff
- b. Responsible for overseeing human resources functions, including benefits administration, new employee orientation, payroll administration.
- c. Develops and implements human resources strategies in line with organization goals

General office and information technology

- a. Responsible for overseeing office and IT functions, including vendor and contract management, lease negotiation and equipment repair and maintenance.
- b. Responsible for registration function for each event, including development of online forms, monitoring of numbers, and training/supervision of registration staff/volunteers at events
- c. Responsible for working with external IT vendor
- d. Responsible for working with internet and other contractors as needed
- e. Maintain adequate levels of insurance
- f. Has general understanding of database and gift entry process

Board

- a. Attends occasional Board and Finance Committee meetings (3 times/year)
- b. Communicates monthly financials, budgets & strategic financials to the ED
- c. Partners with the Finance Committee and Executive Director to ensure strong financial controls and effective risk management practices are in place

Qualifications:

The candidate will be a smart, energetic leader with an eye for detail but also the ability to think and communicate strategically. This is a small nonprofit, and the candidate will be able to multi-task with ease, juggling several projects and prioritizing them effectively. Bachelor's degree or equivalent is required, MBA or CPA a plus. The candidate should have 3+ years of nonprofit accounting experience, including a leadership role.

Other necessary skills include:

- Knowledge of GAAP accounting, specifically in nonprofits
- Good understanding of financial/IT controls and risk management practices
- Experience with grant budgeting, management and grant reimbursement
- Complete working knowledge of Microsoft Office, including Access, and especially Excel
- Knowledge of accounting software (Quick Books preferred)
- Experience with project and budget management
- Experience with administering and reviewing contracts
- Experience with IT and human resources management

Personal qualities

- Ability to think strategically and to effectively use and analyze data to support strategic decisions
- High level of personal integrity

- Ability to communicate both strategically and tactically in a manner consistent with the audience
- A collaborative team player who can relate to all levels of the organization, Board and external constituents
- Creative, able to think out of the box
- Sense of humor
- Ability to maintain a calm and sensible demeanor while juggling HR, accounting, and strategic work in a growth environment
- A dedication to the mission of ABOHLF
- Respect for the governance role of the Board of Directors

TO APPLY

Send cover letter, resume, and three references via email to Bonnie Mueller at jobs@abreathofhope.org.

Applications will be reviewed on a rolling basis and candidates contacted for in person or phone interviews.