



CAREER OPPORTUNITY

Job Title: Finance/Operations Analyst
Status: Salaried/Exempt; Regular; FT
Reports To: Director of Finance and Administration
Location: 1179 15th Ave SE, Minneapolis, MN 55414

ABOUT EMERGE

Our mission is to reveal the potential in people and communities through skill building, employment and economic opportunity. We envision a world where all people have an opportunity to emerge and thrive. At EMERGE, we are committed to revealing the potential in people and giving them the tools they need to not only gain employment but receive proper training to establish careers.

Position Summary

This position will provide a variety of analytical support for programs, contracts and projects and will develop systems and processes meant to improve and optimize the operational performance of the organization. This is a people oriented position that uses financial tools to support conversations and decision making.

General Responsibilities

Develop and maintain the organization's contract management system that encompasses all processes from the proposal phase to the close of the contract.

Build relationships with internal and external stakeholders, mediate and resolve miscommunications, translate programmatic and finance language to understandable language for current audience.

Be the "Point Person" and liaison between finance and program staff for contracts and billing.

Be the internal expert for contract management issues, including managing relationships with grantors and sub-grantees.

Train staff on financial systems, contract compliance, and other subjects and tools.

Manage and coordinate the contract review process.

Participate in annual budgeting and regular financial forecasts for agency contracts.

Participate in financial reviews.

Provide backup to accounting and finance staff, including monthly closes as required

Qualifications

Bachelor's degree in an analytical field such as Accounting, Mathematics, Economics, Finance, Business Administration or related field, or equivalent experience.

Experience developing and/or managing complex processes.

Experience working with stakeholders of varying power levels to identify, execute and resolve issues in program/product delivery.

Ability to understand and navigate outside agency systems and develop internal systems to manage, coordinate, communicate requirements to the agency.

Ability to explain and/or teach to various audiences and adapt approach based on audience feedback/comprehension.

Team player, with ability to work independently and with minimal supervision.

Detail-oriented with exceptionally strong communication skills, both written and verbal.

High level of proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).

Must be able to work effectively in a mission-driven agency whose clients and staff exhibit significant diversity with respect to race, ethnicity, gender orientation, socio-economic status, nationality and religion.

Ability to travel between sites and to external meetings on a regular basis.

Valid Minnesota Drivers' License

How to Apply

Please send resumes and cover letters to:

humanresources@emerge-mn.org

Only qualified individuals being considered will be contacted for an interview.

EMERGE - Administrative Offices
1179 15th Ave SE, Minneapolis, MN 55414

www.emerge-mn.org

Emerge is an Affirmative Action/Equal Opportunity Employer