

**TEXTILE CENTER OF MINNESOTA**  
**Job Posting**

**Job Title:** Finance & Database Manager  
**Classification:** Exempt, full-time  
**Reports To:** Executive Director

**Position Scope and Purpose**

The Finance and Database Manager assists the Executive Director in ensuring that Textile Center is fiscally responsible and maintains financial records in accordance with generally accepted accounting practices. The position supports Textile Center departments in processing financial transactions and preparing reports. Textile Center contracts eight hours each week to Weavers Guild of Minnesota for bookkeeping and other tasks, in their on-site offices.

**Specific Duties**

- Daily/monthly transactional activity: process accounts payable and accounts receivable; prepare bank deposits; prepare bi-weekly payroll and related taxes, benefits, and withholdings; maintain and reconcile bank and prepare monthly allocations; reconcile credit card accounts; make adjusting and other accounting entries. Track staff PTO.
- Prepare monthly financial reports such as statement of financial position and statement of activities according to GAAP for nonprofit organizations.
- Monitor and analyze actual results compared to budget monthly and ongoing; prepare reports monthly by program for other staff.
- Accounting for restricted funds: with Executive Director and Finance Consultant, maintain supporting schedules for donor-restricted and multi-year grants as necessary to ensure proper accounting for restricted funds.
- Prepare and issue reports as required by federal and local government including 1099 forms and tax returns. Track sales tax and ensure timely payments are made. Prepare other reports as requested.
- Prepare for year-end closing and annual financial statement audit. (Fiscal year ends March 31)
- Maintain files with supporting documentation for all financial activity (vendor invoices and contracts, timesheets, bank statements, copies of payroll reports, other).
- Assist retail shop with proper processing of retail sales, timely preparation of bank deposits, tracking and valuation of inventory.
- Communicate with Textile Center members, visitors, donors, renters, vendors, and others as required to prepare invoices, collect payments, answer questions related to financial transactions.
- Perform other support functions and duties as required.
- Develop and lead the budget process that involves the staff using historical data and plans for the upcoming year.
- Database: Reconcile database records with Quickbooks monthly. Prepare reports for other staff. Oversee integration of database with website transactions.
- Participate in Board of Directors Finance Committee Meetings
- Prepare and monitor monthly cash flow report; advise Executive Director of variations.

### **Relationships**

This position reports to the Executive Director and works with all other members of Textile Center staff. The position also interacts with participants in Textile Center programs and building users.

### **Equipment Used**

Computer, telephone, copier and fax machine.

### **Qualifications:**

#### Minimum

- Associate's or Bachelor's degree in accounting, business, or related field
- At least five years bookkeeping experience; nonprofit accounting preferred
- Knowledge of generally accepted accounting principles (GAAP)
- Proficient with QuickBooks Enterprise Solutions
- Proficient with Microsoft Office applications
- Experience with database entry and reporting; Salesforce preferred
- Excellent organizational skills; ability to establish and administer filing systems, both digital and paper
- Ability to set and balance priorities and complete tasks accurately, on time and in an efficient manner
- Ability to provide excellent customer service to external and internal clients
- Individual initiative and ability to work autonomously as well as ability to be an effective team member
- Ability to create and implement process improvements
- Flexibility, adaptability, attention to detail

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.