



**Transform Minnesota**

THE EVANGELICAL NETWORK

**Employment Opportunity**  
**Finance & Facility Manager**

**The Position**

The Finance and Facility Manager will help Transform Minnesota and its three affiliate ministries (Damascus Way, New Life Family Services and World Relief Minnesota) fulfill their goals by managing and organizing financial activities and procedures as well as managing the facilities and business operations of the building. The Finance & Facility Manager will report directly to the President of Transform Minnesota and work closely with the Executive Directors of the affiliate ministries. A limited list of tasks includes:

- Oversee the annual budgeting process in conjunction with Executive Directors and Transform Minnesota President
- Oversee external annual audit
- Communicate and present financial matters to the board of directors
- Ensure compliance with non-profit regulations and accrediting agencies
- Serve as backup to the Senior Accountant for payroll
- Assist with necessary end of year processes; fiscal and calendar
- Analyze and prepare necessary financial reports
- Oversee management and upkeep of Transform Minnesota facilities
- Oversee and manage IT systems and liaise with service providers
- Manage vendors and services for building, IT, office supplies, office equipment

**Professional Qualifications**

- Degree in business, accounting, finance or equivalent
- Non-profit experience desired
- Experience in financial management, accounting or program management
- Has strong communication skills and is effective at working with others; good managerial skills
- Knowledge, experience and competency with current financial regulations and effective reporting systems
- Familiar with GAAP and new requirements with regards to auditing
- Able to manage a PC/Windows environment
- Excellent problem solving skills
- Detail oriented, and big picture
  - Can work hands on, on day-to-day activities but can also plan overall big picture systems and structures

**Personal Qualifications**

- Demonstrated faith in Jesus Christ
- Trustworthy, maintains highest levels of confidentiality
- Agrees with and fully endorses the mission of Transform Minnesota and its Affiliate Ministries

**Prospective Applicants**

Transform Minnesota • <http://www.transformmn.org>  
1515 East 66<sup>th</sup> Street, Richfield, MN 55423

Send cover letter and resume by e-mail to Schelli Cronk, Human Resources Manager at [schelli@transformmn.org](mailto:schelli@transformmn.org)