



**Dakota Woodlands**  
**Job Posting**  
**Finance + Operations Director**

**Job Title:** Finance + Operations Director  
**Hours:** Full Time  
**Pay Rate:** \$70,000 - \$75,000 annually

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**Organizational description**

Dakota Woodlands is a nonprofit homeless shelter located in Eagan, MN that provides shelter and supportive services to homeless families in Dakota County. Dakota Woodlands offers a safe and friendly environment for families to transition from being homeless to finding sustainable and independent housing. Clients staying at Dakota Woodlands receive nutritious meals, private bedrooms, personal care products, seasonal clothing, and an opportunity to learn life-building skills through an educational curriculum which helps them be successful on their own.

Dakota Woodlands is committed to practicing diversity, equity and inclusion as an organization, and embedding this approach in everything that we do. We welcome candidates who identify as BIPOC, LGBTQ, and people of all genders.

**Position Overview**

The purpose of the Finance and Operations Director is to assure the effective management of the internal administrative, financial, food service, information technology and maintenance operations of Dakota Woodlands. The Finance and Operations Director reports to the Executive Director and is a member of the Leadership Team and the Facilities/Operations Team.

**Areas of Responsibility:**

Financial Management:

- Management of an annual budget of \$1.2 million.
- Work with the Executive Director and other key staff to develop, monitor, and reforecast the annual budget.
- Along with the Finance Specialist, responsible for month-end close and general ledger maintenance, including analysis, investigation and correction of accounting entries as needed.
- Oversee all accounts, ledgers, and reporting systems, ensuring compliance with applicable Generally Accepted Accounting Principles and regulatory requirements.
- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; and oversee all financial, project/program and grants accounting.
- Serve as the primary contact for external auditors and outside accountants with preparation of audited financials and Form 990. Prepare other reports as requested.
- Manage cash flow, cash balances, banking relationships, and investments with the Executive Director and Board treasurer.
- Oversee the administration of insurance policies (including general liability, property, directors and officers, workers' compensation, etc.), and maintain relationships with brokers and insurance carriers.
- Manage investment portfolio with the Executive Director and Board Finance Committee.

### Facility Management:

- Management of facility building and grounds, food service program, agency vehicles, and equipment.
- Oversee and manage all procurement activity, including negotiating contracts and purchasing/managing building supplies.
- Develop/refine systems for maintaining building security.
- Oversee all maintenance of the facility including repair and replacement of equipment, vehicles, and furniture.
- Develop and oversee risk assessment and emergency planning policies and procedures.
- Ensure emergency and security policies and procedures are understood and followed, including cyber-security procedures.
- Oversee compliance with state and federal registration and reporting obligations.
- Manage relationship with information technology vendor to meet the organization's technology needs.

### Human Resources:

- Oversee payroll, benefits administration, recruiting, onboarding, off-boarding, employee check-ins and exit interviews, and other human resource needs.
- Responsible for all human resources (HR) functions including hiring practices, employee review policies, professional development, and other HR activities.
- Assure compliance with applicable HR, employment and personnel laws and regulations.
- Maintain updated personnel and operations policies and procedures and ensure compliance.
- Train and orient staff on personnel policies and procedures.

### **Qualifications:**

- Bachelor's Degree in Finance, Accounting, Business Administration or related field and five years of relevant experience, preferably at a nonprofit, or equivalent combination.
- Demonstrated proficiency with MS Excel, general ledger reports and financial management tools.
- Experience with GAAP and fund accounting principles, practices and regulations.
- Supervisory experience finance, operations, and/or human resources
- Demonstrated experience with human resources responsibilities, such as benefits administration and hiring
- Excellent organizational skills and attention to detail
- Experience developing and executing capital budgets. Familiarity with grants preferred.
- Experience sourcing, negotiating, awarding, and managing contracts.
- Able to oversee response to emergencies.
- Excellent judgment and creative problem-solving skills including negotiation and conflict resolution.
- Passion for, and experience in, leading and nurturing diverse teams in social services environment.
- Knowledgeable of the impact of trauma and willing to center trauma-responsive principles in operations and operational decision-making.
- Strong relationship-building and interpersonal communication skills.
- Experience working with people of diverse economic, religious, cultural, gender backgrounds.
- Ability to work and collaborate as part of a team, as well as independently.

**To Apply:** Email cover letter and resume to [jennifer@dakotawoodlands.org](mailto:jennifer@dakotawoodlands.org). Applications will be reviewed as received and opportunity will be closed when a qualified candidate accepts the position.

Dakota Woodlands is an equal opportunity employer. Opportunities for employment are available to all persons, without regard to race, color, creed, religion, national origin, sex, sexual orientation, gender identity, disability, age, marital status or status with regard to public assistance. Dakota Woodland's facilities are accessible. Individuals who have experienced homelessness are encouraged to apply.