



Job Description

Position:	Finance Manager
Classification:	Exempt
Reports to:	GMP Partner
Salary:	\$55,000 - \$60,000 per year

Job Summary

Join an exciting, engaging company that provides a high level of professional and personalized service to our clients which allows them to achieve their goals. You will experience a fun, team-focused work environment while utilizing and growing your skills and talents.

This is a newly created position due to the growth of the company. Our team provides a highly responsive environment, which includes high expectations for meeting both strategic and operational tasks of our clients.

The Finance Manager is responsible for the integrity of financial information for Global Management Partners (GMP) and their clients. This includes financial statements and analysis, financial policy and procedures (in conformity with generally accepted accounting principles), This position serves as a resource to client leadership, team members and/or partners in the provision and analysis of financial data.

Responsibilities

- Prepares financial management entries for organizational planning including schedules for budgets and staff year end close activities.
- Creates financial statements and reports personalized for assigned clients.
- Processes accounts receivable/payables for assigned client accounts.
- Maintain vendor files.
- Frequent contact with staff at all levels regarding staff procedures, financial statement inquiries and general policy issues. Advises staff on technical and procedural inquiries as they arise.

- Makes recommendations for policy changes which may be warranted because of new programs and activities, Financial Accounting Standards Board (FASB), GAAP and government actions.
- Responsible for the appropriate and timely implementation of all regulatory changes impacting the organization's financial reporting.
- Works with investment managers in the management of GMP's and client investments.

Desired Qualifications

The ideal candidate will have:

- BA or BS in accounting, business or finance.
- Minimum of 5-7 years of accounting experience within the non-profit industry.
- Requires broad knowledge of generally accepted accounting principles, legislation and regulations concerning non-profit reporting.
- A strong understanding of computer systems and concepts as they relate to financial management. (Knowledge in Microsoft Great Plains, Concur a plus)
- Personal Computer literacy skills (Microsoft Office: Word/Excel/PowerPoint/Outlook).
- Ability to relate technical information to both accounting and non-accounting staff and translate regulation into application.
- Detail oriented, organized, thorough, and able to handle numerous assignments simultaneously.
- Ability to follow direction as well as work independently.
- Ability to adapt to changing priorities.
- Outstanding communication skills, both written and verbal, as well as the ability to multi-task and pay close attention to detail are necessary.
- Ability to anticipate, create, write and implement operational policies and practices.
- Ability to sit for long periods of time.
- Ability to lift 30 pounds.

About Us

Global Management Partners (GMP) is a full-service association management company (AMC) located in St. Louis Park, MN, providing professional management services to various member organizations. GMP's preferred model is to work with small to medium-sized associations. This niche allows us to provide the high level of personalized attention and outstanding customer service that we value.

GMP is a progressive organization that focuses on values and supports continuous learning at all levels. We believe that innovation, creativity and exposure to the best practices are essential in order to bring new ideas to our clients.

GMP's Mission: To empower our clients to thrive, grow and advance their missions through long-term partnerships to reach their fullest potential.

GMP's Vision: To make a positive impact globally by sharing our expertise, skills and resources with our partners.

GMP's Core Values: Accountability, Commitment, Support, Inclusiveness, Authenticity, and Excellence.

GMP's Position Statement on Diversity: Diversity is an integral facet of the global landscape and is a critical component to the success of all professions including association management companies (AMCs). Diversity in its many dimensions including ethnicity, nationality, race, culture, religion, gender, sexual orientation, socioeconomic background, mental and physical abilities, learning styles, values, and viewpoints enriches the work we do internally and with our clients.

Visit our website at www.gmpartners.org for further information. We offer competitive salary and benefits to commensurate with experience in a casual but professional work environment.

Email resume and cover letter with salary requirements to GMP's Human Resources at hr@gmpartners.org. No phone calls please.