

Program Budget Manager

MNPQC is seeking a dedicated individual to join our team in the role of Program Budget Manager. The primary focus is to support statewide perinatal and infant quality improvement efforts, making a substantial impact on the enhancement of care provided to birthing individuals and their infants across Minnesota.

Benefits/Details:

- Full-time remote work position supporting the work of the Minnesota Perinatal Quality Collaborative, must reside in Minnesota
- Supervised by the Executive Director
- Wireless connectivity allowance available, separate from compensation (including cell phone)
- Computer software tools provided
- Flexible schedule with PTO available
- Health, Dental, and Vision insurance
- Short Term Disability
- Flexible schedule
- \$60,000-\$65,000 starting annual pay range at 1 FTE (other FTE options can be discussed)
 - o Performance and benchmark compensation increases available annually

Desired Experience/Proficiencies:

1. Degree in Accounting:

- a. Bachelor's degree in Accounting, Business Administration with an emphasis in Accounting, or related field, demonstrating a strong academic foundation
- b. CPA or CMA Preferred

2. Professional Experience:

- a. A minimum of two years of professional experience in a specific functional area of accounting, auditing or financial management related to the duties of the position
- b. Bachelor's degree may substitute for one year of experience, master's degree may substitute for two years of experience

3. Knowledge:

- a. Must have experience in handling high level review of accounting transactions. Three to five (3-5) years of financial reporting/general ledger experience in an automated environment preferred
- b. Ability to detect and avoid errors in preparing and reviewing financial reports. Must be able to carry out defined policies and procedures. Must have ability to work and communicate effectively with all levels of management, due to confidential nature of information, must be of sound character
- c. Demonstrates an in-depth knowledge of financial reporting system
- d. Demonstrates initiative and follow through

Responsibilities:

- Prepare grant journal entries and maintain general books of account, such as general ledgers and journals, according to established accounting procedures for assigned grants.
- Prepare, analyze, and/or reconcile complex special and regular financial statements and information according to standardized methods including grant processes
- Conduct complex accounting system, procedural, and internal audit reviews to determine if proper accounting methods and/or operational grant procedures are being followed and to verify the accuracy of financial information
- Develop and prepare grant reports and financial information/documentation, including reports of analysis, audit or other findings and recommendations, for various levels of management
- Develop and monitor grant accounting systems and audit programs or procedures
- Perform appropriate audit procedures in all general ledger areas and review internal control procedures for compliance with established procedures and regulations
- Analyze and evaluate review results by offering alternative solutions or recommendations for resolving differences or problem areas
- Assist in expanding, developing, and applying accounting procedures to solve accounting problems involving electronic data processing

- Assist in developing grant budgets and in preparing recommendations for future budgeting purposes
- Ensures accurate and timely preparation of the monthly financial package
- Ensures that an up-to-date grant procedure manual is developed and maintained.
- Prepares for year-end audits
- Evaluates existing procedures for recording grant financial transactions to determine methods of reducing time and cost of the accounting operation
- Ensures that the monthly accounting cycle is completed accurately within established deadlines
- Assists in new system, procedure, and process implementation
- Maintains record retention and filing system

What You're Good At:

1. Proactive Self-Starter:

- a. Initiates action independently, demonstrating a proactive approach to tasks and challenges

2. Effective and Responsive Communicator:

- a. Communicates with clarity and impact, fostering effective collaboration
- b. Proactively follows up on tasks, ensuring seamless communication channels

3. Resourceful Innovator:

- a. Thrives in environments with time and resource constraints, showcasing resourcefulness
- b. Displays eagerness to innovate, introducing creative solutions to overcome challenges

4. Collaborative Team Player with Autonomy:

- a. Excels in collaborative team settings, fostering synergy among team members
- b. Equally adept at working autonomously, demonstrating independence and initiative

A Little More About You...

The MNPQC team may be small, but we operate with great impact and collaborate energetically to advance multiple priorities concurrently. The ideal candidate for this position possesses qualities such as passion, hard work, and self-motivation.



To Apply: Send a digital file of your resume to Susan Boehm, Executive Director at MNPQC, susan.boehm@minnesotaperinatal.org