



Greater Mankato Growth, Inc.

Finance and Employee Benefits Manager

Department	Finance/Greater Mankato Growth, Inc.
Reports To	President/CEO
Supervisory Duties	None
FLSA Status	Exempt
Benefits	Yes

POSITION DETAILS

The Finance Manager at Greater Mankato Growth, Inc., an integrated family of business units, is responsible for managing all aspects of accounts payable, accounts receivable, financial records, and ensuring the organization's financial integrity. This role also oversees the accurate and timely processing of payroll and employee benefits. A strong understanding of general accounting principles is essential for this position. This role requires strong attention to detail, excellent organizational skills, and the ability to communicate complex financial information clearly to various stakeholders. The Finance Manager will play a key role in maintaining the financial integrity and operational efficiency of the organization.

Professional/Technical Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed, with or without reasonable accommodation. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Prepare accurate and timely monthly financial statements in compliance with Generally Accepted Accounting Principles (GAAP).
- Generate and review bi-monthly payroll reports, ensuring accuracy and adherence to organizational policies.
- Maintain detailed and accurate financial records to support internal and external audits, following GAAP standards.
- Manage and ensure the accuracy of all billing processes related to Greater Mankato Growth, including tracking collections and addressing discrepancies.
- Provide financial support and insights to organizational leaders, staff, and the Board of Directors to aid in decision-making.
- Prepare and maintain comprehensive budget reports and information to support the organization's financial planning and monitoring.
- Administer management functions related to staff compliance with the Finance Policy, Employee Handbook, and benefits programs.
- Serve as a resource and leader to the volunteer Finance Committee, offering guidance and financial expertise to support their initiatives.
- Assist in the development of the annual budget and monitor revenues and expenses to adhere to budget expectations.
- Work in concert with GMG, Inc. business directors to deliver the mission of Greater Mankato Growth, Inc.



Supervisory Duties and Responsibilities

- In the absence of the President and CEO, advises the Executive Vice-President in matters concerning adherence to the Employee Policy Manual.

POSITION REQUIREMENTS

Required Skills, Experience, and Education

- Bachelor's Degree or relevant industry experience
- Accounting software experience
- Three to five years' experience in business finance/accounting

CORE COMPETENCIES

- Proficiency in Microsoft Office and Excel
- Strong communication skills, with the ability to clearly and concisely explain and summarize financial summaries either verbally or in writing.
- Ability to foster collaboration and cohesive teamwork, both internally and externally.
- Proficient in budget management, financial statements
- Excellent math skills/working with figures and calculations

Physical and Mental Requirements

The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Activities that occur constantly (5–8 hours/shift): sitting, talking, hearing
- Activities that occur frequently (2–5 hours/shift): standing, walking, repetitive motions, eye/hand/foot coordination
- Activities that occur occasionally (up to 2 hours/shift): reaching, handling, grasping, feeling
- Activities that occur rarely (do not exist as regular part of job): lifting, carrying, pushing, pulling, climbing, balancing, stooping, kneeling, crouching, crawling

Working Conditions

- The work is primarily office-based with the potential need for occasional lifting of office supplies of up to 20 pounds.
- Attendance at Board of Director meetings and other related sessions and events may be required.
- Occasional overnight travel.
- This position requires irregular hours, often exceeding 40 hours per week, including early mornings, evenings, and occasionally weekends. As a professional salaried role, the focus is on delivering results rather than strictly adhering to a 40-hour workweek. The responsibilities of this role demand flexibility and a willingness to invest additional effort to achieve goals. Accountability for outcomes is a key expectation, which may necessitate dedicating extra hours to ensure the success of projects and the timely completion of deadlines.



Greater Mankato Growth, Inc. includes four business units –
Greater Mankato Growth, Visit Mankato, City Center Partnership and GreenSeam

Greater Mankato Growth, Inc. is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodation with the employer.

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

Employee Name

Employee Signature

Date

EEO Policy: Greater Mankato Growth, Inc. and its subsidiary companies are committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis “protected class” including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.