



Grandma's Marathon

FINANCE DIRECTOR

PURPOSE: To provide record-keeping and direct support for the Executive Director and Board of Directors for all accounting and financial operations of Grandma's Marathon-Duluth, Inc. Furthermore, to provide staff support in the daily operations of our events and activities.

Our staff is a team of directors that creates an environment for our participants to reach ambitious, often lifelong goals. We take pride in our reputation as a world class event with small town charm. Our events grew by word of mouth and we believe that stems from the activation and support of our community.

Therefore, strong relationships, smart decisions, and quality work take the lead with everything we do. The Finance Director plays a key role in supporting the work of the entire organization by supervising all the financial aspects of Grandma's Marathon-Duluth, Inc.

Salary range: \$56,000 to \$72,000/yr. dependent on experience.

As Finance Director, you are a:

- **Visionary Communicator.** Events are made up of hundreds of details, strung together to create an amazing experience. It takes the talents and expertise of other directors, volunteers, sponsors and vendors to create these experiences, and you see the big picture and know what it takes to make it all come together on the balance sheet. Relationships are the key to getting it done, so comfortable connections, professionalism and warmth are a natural part of your communication style.

- **Creative Problem Solver.** Events rarely go exactly as planned and our team is always at the ready to get logistics back on track when they start to go sideways. You have a natural curiosity about how things work, which leads you to want to prevent issues before they even arise. You understand the difference between fires and infernos and react accordingly. You collaborate with others to help make the best decisions in the moment and know how to adjust when things don't quite work out.
- **Focused Executor.** Creating extraordinary experiences doesn't just happen, it takes hard work and dedication to your craft. Everything you do affects our organization, so *attention to detail is a non-negotiable*. Your work can be fast-paced and there are times when you might feel like you're in the trenches, but that's where the magic is at. With prioritization and teamwork, you focus on getting things done quickly and flawlessly. Of course, you're not perfect, so when mistakes are made, you step up, take responsibility and issue meaningful apologies when you're wrong.
- **Servant Leader.** In our business, everything we do is grounded in serving other team members, our volunteers, sponsors, vendors, and our community. Your support of the organization is critical to our success and your drive to help is unmatched. If there is a financial tool to be managed, you are on top of it. If you see a co-worker in need, you are the first to lend a hand. You set others up for success and have fun doing it.

As your employer, Grandma's Marathon will:

- **Listen to you.** We need your thoughts, ideas and passion to help make this the best team in our industry. You talk, we'll listen.
- **Treat you like an adult.** We will trust you to get the work done in a way that makes sense for you. We measure output and impact. And you'll be surrounded by people equally committed to the mission of the organization and to our events.
- **Challenge you.** We promise you'll be busy, and there will be stress - but you'll also receive great reward in creating experiences that have such a profound impact on other people and our community.
- **Commit to Diversity, Equity & Inclusion.** We drive social change and foster inclusivity by providing a safe, positive and welcoming environment for you, all community members and employees - regardless of race, ethnicity, gender identity, background or experience.

THE FINE PRINT:

- In accordance with the ADA this role requires the stated physical duties. Should an accommodation be requested, Grandma's Marathon-Duluth, Inc. will evaluate the request and provide reasonable accommodation under accordance of the ADA.
- Ability to work on feet for multiple hours, be able to lift a minimum of 20 pounds and occasionally up to 50 pounds.
- Physical requirements include sitting, walking, standing, bending, squatting, climbing stairs, kneeling, twisting, lifting, grasping, etc.
- Work requirements include evenings and weekends throughout the year in support of Grandma's Marathon and YAF event management and activities.

- Ability to manage the fast paced event industry and tolerate last minute change.
- Proficient in Microsoft office and Dynamics GP software.
- Applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, sexual orientation, age, disability, gender identity, marital or veteran status, or any other protected class.

JOB DESCRIPTION: Objectives and tasks include but are certainly not limited to the following:

Financial Accounting Functions

- Develop support systems for all financial transactions.
- Process and record all account payables and receivables.
- Develop and maintain vendor relationships.
- Oversee and comply with all payable taxes to the city, state and federal governments as required by law.
- Maintain and reconcile all corporate bank accounts.
- Maintain and reconcile any community fiscal agent accounts.
- Maintain and monitor all of the organization's investment portfolios.
- Maintain and monitor all of the organization's insurance portfolios.
- Maintain and monitor the employee's 403-B retirement plan and the section 125 flexible benefit plan.

- Create all tax files and provide all tax forms for the athletes, employees, vendors, etc.
- Maintain all of the general ledger and accounts payable.

Budget & Audit

- Create the annual line item budget.
- Develop procedures to help insure that the organization meets its budget targets for operational and income expenses.
- Prepare all month-end and year-end income and profit and loss statements and trial balance reports.
- Work closely with the auditors in the annual examination and preparation of our state and federal year-end requirements.

Special Events, Activities & Misc.

- Establish and maintain all fundraising financial reports for the Young Athletes Foundation, an internal charity arm of Grandma's Marathon. YAF events include: St. Fennessy 4K, Fitger's 5K, Park Point 5-miler, Minnesota Mile, North End Nightmare 5K, and Half Marathon Two Year Entry Program.
- Establish and provide the necessary financial activity reports for all budgetary line items as needed or requested by the Executive Director and/or Board of Directors.
- Oversee all race weekend operations of all financial activities with our entertainment, food, beer, cover charges and spaghetti ticket sales.

- Coordinate all money arrangements with our weekend activities, including staffing, security, police, armored car pickups, depositing and internal audit controls.
- Assist in coordination of the operations of Saturday Morning at the Races, St. Fennessy 4K, Fitger's 5K, Park Point 5-miler, Wednesday Night at the Races, Minnesota Mile, North End Nightmare 5K and other activities requiring the full staff team.
- Help secure the events' in-kind donations.
- Represent Grandma's Marathon when visiting and observing other races and industry conferences. Provide expertise to runners when staffing our booth at other health and fitness expos. Assist staff in coordinating all materials and equipment necessary in hosting a successful promotional booth.
- Review all contracts for Grandma's Marathon and the YAF through a financial lens.
- Help to ensure all financial and in-kind obligations to sponsors are met.
- Oversight and help with the coordination and negotiation of all service contracts, vendors, equipment, merchandise and misc. items needed for Grandma's Marathon and our supporting events.
- Shall perform such duties as necessary for the operations of Grandma's Marathon as directed by the Executive Director.