FINANCE MANAGER

Grandma's Marathon-Duluth, Inc.

To apply for this position, please send a resume and letter of interest via email to grandmas@grandmasmarathon.com. For other questions or inquiries, please call our office at (218) 727-0947.

SUMMARY

Nationally recognized, Grandma's Marathon is seeking a Finance Manager to join our dynamic team in Duluth, MN. Our staff is a team of leaders 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 Manager plays a key role in supporting the work of the entire organization by supervising all the financial aspects of Grandma's Marathon-Duluth, Inc.

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

FINANACIAL ACCOUNTING FUNCTIONS

- Develop support systems for all financial transactions.
- Process and record all accounts 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 and provide all tax files for the athletes, employees, vendors, etc.
- Maintain all the general ledger and accounts payable.

BUDGET & AUDIT

- Create the annual line item budget.
- Develop procedures to help ensure 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 examinations and preparation of our state and federal year-end requirements.

SPECIAL EVENTS & ACTIVITIES

- 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, Superior 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 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 the planning, production, and execution of all Grandma's Marathon and Young Athletes Foundation (YAF) events and activities, including but not limited to Grandma's Marathon, the Garry Bjorklund Half Marathon, William A. Irvin 5K, Whipper Snapper Races, Saint Fennessy 4K, Fitger's 5K, Park Point 5-Miler & 2-Mile Walk, Minnesota Mile, Superior Nightmare 5K, Fit-n-Fun Run, and the Wednesday Night and Saturday Morning at the Races series.
- Help secure the events in-kind donations.

ADDITIONAL DUTIES

- Travel as needed to other races for staffing expo booths, networking with other race professionals, and attending industry conferences, etc.
- Perform any other necessary duties for the operation of Grandma's Marathon and Young Athletes Foundation, as directed by the Executive Director.

REQUIRED ABILITIES, SKILLS & LICENSES

- 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.
- Ability to manage the fast-paced event industry and tolerate last-minute change.
- Flexibility to work evenings and weekends, particularly around Grandma's Marathon events
- Proficiency in Microsoft office and QuickBooks online software is required. Knowledge in Dynamics GP and other accounting programs is a plus.

PREFERRED ABILITIES, SKILLS, & LICENSES

- Knowledge in Dynamics GP and other accounting programs
- Experience working with non-profit organizations

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.

In accordance with the Americans with Disabilities Act (ADA), this role requires the stated physical duties. Should accommodation be requested, Grandma's Marathon will evaluate the request and provide reasonable accommodation under accordance of the ADA.

COMPENSATION AND BENEFITS

- This position is an exempt, full-time, salaried position, and includes a competitive benefits package. Salary range is $59,000 to $74,000/year and is commensurate with experience.

As FINANCE MANAGER you will be 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 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 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 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 for creating experiences that have such a profound impact on other people and our community.
- **Commit to your wellness.** We remain open and accessible, providing a safe, positive, and welcoming environment for your health and success.