



Finance Manager

Position Overview

The Finance Manager plays a critical role in the oversight of the financial operations and planning of the organization. This position will be responsible for managing the budgeting and forecasting process, actively participating in CDFI and investor compliance, preparing financial reports for internal and external use, and providing strategic insight to drive optimal financial performance. This role requires a strong grasp of financial principles, exceptional analytical skills, and the ability to provide sound financial guidance to senior management.

This position reports to the Senior Financial Manager – Banking and Compliance.

Primary Responsibilities

Financial Planning and Budgeting

- **Budget Development and Forecasting:** Lead the annual budgeting process and quarterly forecasting activities, partnering with business unit leaders to develop financial plans that align with organizational goals and strategic priorities.
- **Financial Performance Review and Variance Analysis:** Conduct regular financial reviews with department leaders to analyze budget-to-actual performance, identify trends and variances, and recommend corrective actions to improve financial outcomes.
- **Strategic Initiative Modeling:** Develop pro forma analyses and financial models to evaluate new programs, lending initiatives, capital investments, and other strategic opportunities.

Forecasting and Financial Modeling

- **Liquidity and Capital Planning:** Build and maintain multi-year financial models to project cash flow, liquidity, lending deployment, and capital availability, supporting organizational growth and long-term sustainability.
- **Loan Portfolio Forecasting and Analysis:** Collaborate with the lending team to monitor and forecast loan portfolio activity, including approvals, closings, disbursements, repayments, and collections, ensuring accurate projections and reporting.
- **Financial Risk Assessment:** Analyze financial performance and lending trends to identify risks, opportunities, and emerging issues, providing recommendations and timely updates to senior management.

CDFI and Investor Compliance

- **CDFI Compliance Reporting:** Support compliance tracking and reporting for the Capital Magnet Fund and support reporting requirements for other CDFI programs, including the Bond Guarantee Program and annual certification activities.
- **Funder and Investor Reporting:** Track and report lending, financial, and impact metrics required by investors, funding partners, and regulatory agencies, ensuring timely and accurate submissions.

- **Due Diligence and Stakeholder Support:** Support investor relations and capital development activities by preparing financial analyses, responding to due diligence requests, and assisting with stakeholder communications.

Financial Reporting and Analysis

- **Management Reporting and Insights:** Prepare and present accurate, timely and comprehensive financial reports for senior leadership, providing analysis of financial performance, key trends, and strategic implications.
- **Financial Data Analysis:** Analyze operational and financial data to identify opportunities for improved efficiency, forecasting accuracy, and organizational performance.
- **Regulatory and External Reporting:** Ensure the accuracy and integrity of financial information used in internal management reporting and external stakeholder reports, maintaining compliance with applicable standards and requirements.

Other duties as assigned.

Qualifications

- Bachelor's degree or equivalent experience in accounting, finance, business or related field
- 5 -7 years of experience in a financial management role, demonstrating progressive responsibility and strong financial acumen
- In-depth knowledge of financial principles and financial analysis techniques
- Strong understanding of the compliance environment in the nonprofit sector
- Strong communication skills, both written and verbal, with the ability to present complex financial information to non-financial stakeholders
- Excellent leadership abilities, fostering collaboration and professional growth
- Analytic mindset with the ability to interpret data, identify trends, and provide actionable insights
- High ethical standards and a commitment to financial integrity and compliance
- Outstanding proficiency in Microsoft Office products

Compensation & Benefits

The starting salary for this role is \$116,000 - \$127,000. Comprehensive benefits package including:

- Medical/Dental Insurance
- Life/Optional Life Insurance
- Short- and Long-Term Disability
- Flexible Spending Accounts
- Paid Holidays, Vacation, Sick, and other leave
- Flexible hybrid work schedule
- Collaborative work environment

About Greater Minnesota Housing Fund

GMHF is both a non-profit housing intermediary, charged with identifying and responding to gaps in the affordable housing "ecosystem", and the State's largest affordable housing-focused [Certified Community Development Financial Institution \(CDFI\)](#). GMHF supports the development

of strong communities and affordable homes for all Minnesotans through access to low-cost capital, effective partnerships, and innovative solutions to local housing needs. GMHF strategic investments include directly funding affordable housing projects, providing technical support to local communities and businesses, linking projects with financial resources, securing additional resources for affordable housing, and using research and program development activities to identify new and innovative ways of increasing affordable housing production.

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to disability or status as a protected veteran.

Contact

The position will be posted until filled. If you would like to be considered for this employment opportunity, please send an e-mail with resume (cover letter optional) to:

Gabby Thorsen, Director of Executive Search
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