



Finance and Operations Director

Driving the growth and success of Minnesota's hospitality businesses through knowledge-sharing, advocacy, and workforce support and development.

Hospitality Minnesota is a non-profit trade association that unites the restaurant, lodging, resort and campground sectors to lead and shape the future of the industry and its impact in Minnesota. We exist to help our members address today's challenges and opportunities while setting a vision for tomorrow that leads to financial and operational success. Also under our umbrella is the Hospitality Minnesota Education Foundation, a charitable non-profit that is focused on building the workforce of the future by preparing the next generation of hospitality leaders.

POSITION SUMMARY: The Finance and Operations Director is responsible for the day-to-day finance, operations and human resources functions of the organization. The Finance and Operations Director reports to the CEO and is responsible for financial management and reporting for both the trade association and education foundation. The Director will work closely with a talented group of membership, events, policy, foundation and program professionals and will also engage with board members and other key stakeholders to advance the missions of our two entities.

Principal Accountabilities

Financial Management

- Oversee all finance-related reporting systems, ensuring compliance with applicable Generally Accepted Accounting Principles and regulatory requirements.
- Manage general ledger, cash flow, cash balances, and banking relationships in coordination with the CEO.
- Prepare, analyze and present financial statements on a monthly and quarterly basis for the CEO, two board Finance & Executive committees and boards of directors.
- Provide strategic counsel and financial analysis on new initiatives and on-going association activities to guide decision-making.
- Responsible for financial operations of the organization including day-to-day accounting and billing functions.
- Prepare and provide accurate and timely financial reporting and data analyses to appropriate internal and external stakeholders including government entities and foundation grantors.

- Coordinate preparation of the annual 990 tax filings for both entities and the annual Attorney General Report (foundation only) with the CPA and for approval by the CEO and Board of Directors.
- Participate with the CEO and other senior management team members in the annual budgeting process.
- Maintain internal control and safeguards for incoming and outgoing payments and monitor program budgets against actual expenditures.
- Communicate and collaborate effectively with team members; support financial aspects of sales, fundraising activities including grants, events, online giving, or other donor relation activities.
- Supervise CRM/database, billing and administrative support staff.

Operational and Technology Management

- Oversee compliance with state and federal registration and reporting obligations.
- Oversee the administration of insurance policies (including general liability, property, directors and officers, workers' compensation, etc.), and maintain relationships with brokers and insurance carriers.
- Manage relationship with information technology managed service vendor and oversee IT functions to meet the organization's technology needs. Oversee operational functions of the organization, including association management software/database, SAAS, website domain management, facilities, phones, copiers and other office systems.
- Manage business operations including insurance, contracts, leases and physical space, equipment and supplies, and storage of required documents.
- Coordinate development, distribute, and implement policies and standard operating procedures.
- Collaborate with staff on technology use, advancements and training needs related to Association Management Software that is used for billing, sponsorship sales, donations, finance, member engagement, marketing/communications, and programmatic related information.

Human Resources

- Ensure timely and accurate processing of payroll and manage 401K plan employee contributions and information.
- Manage employee benefits administration, recruiting, onboarding, off-boarding, employee check-ins and exit interviews, and other human resource needs.
- Provide guidance on human resources (HR) functions including hiring practices, employee review policies, professional development, and other HR activities.

- Assure compliance with applicable HR, employment and personnel laws and regulations.
- Maintain updated personnel and operations policies and procedures and ensure compliance.
- Train and orient staff on personnel policies and procedures.

Basic Qualifications

- B.A./B.S. preferred with an emphasis in business, finance, and/or accounting
- Five to seven years of progressive management experience that includes finance/operations, and human resources functions; demonstrated success in non-profit/association finance role preferred
- Proficient in Microsoft Office products with emphasis on Excel proficiency; Access database familiarity a plus
- Experience with QuickBooks, SAGE or similar accounting software a plus.
- Demonstrated ability to analyze financial data and think strategically about sustainability and growth of the organization.

Other Knowledge, Skills & Abilities

- Desire to work as part of an industry-focused association management team and willingness to promote HM/HMEF with key stakeholders.
- Ability to work with minimal supervision – self-motivated and confident; willing to provide event support and attend association/education foundation events/meetings outside regular business hours.
- Ability to maintain a high level of confidentiality.
- Strong organizational, project management, and administrative skills.

Compensation/Benefits

The position is a full-time exempt position offering a competitive annual salary of \$90,000 - \$100,000, commensurate with experience. Comprehensive benefits package includes:

- Paid vacation, sick leave and annual holidays; Remote/hybrid work environment.
- Medical, AD&D and life insurance; 401K Retirement plan with employer match.
- While candidates will be considered from throughout Minnesota, travel and attendance at some in-person meetings and events is required.

To Apply

Send cover letter and resume, providing salary requirements, in one, single PDF no later than August 3, 2022 to Liz Rammer at liz@hospitalitymn.com.