



NORTHWEST

REGIONAL DEVELOPMENT COMMISSION

Finance Director

Do you want a career that makes a difference in rural communities in NW Minnesota? Excited for new opportunities to utilize your talents and skills in new ways? If so, we want **you** to join our innovative and professional team.

Northwest Regional Development Commission (NWRDC) is looking for a dedicated Finance Director who is responsible for developing and maintaining the agency budget and internal accounting systems and fiscal agency activities in compliance with federal and state regulations. This position will drive system innovation, optimize for effective and efficient financial and payroll services while maintaining fiscal stewardship.

Candidates that are passionate about their work and committed to standards of professionalism and integrity are encouraged to apply for this position.

We are committed to meeting the local needs with a collaborative approach.

What type of individual are we looking for?

Minimum Qualifications: Bachelor's degree with 5 to 7 years of job-related experience preferred, or a two-year degree with 10 years of related experience. Government accounting and/or legal experience is helpful.

Experience:

- Experience in a Federal and State funded public agency, automated financial systems, auditing procedures, federal and state reporting requirements or budgeting procedures is desirable.
- Knowledge and applications in the use of Microsoft Office and Accounting or Grant Management Systems.
- Occasional evening or overnight meetings is required.
- Willing to consider hybrid work after the training period.

Salary Range: \$92,153 to \$121,060

Hiring Range: \$92,153 to \$104,430

Great Benefits Package! Benefits include employer paid health insurance and family coverage cost sharing, dental, health savings account, pre-tax flexible spending account, life insurance, long-term disability, PERA, paid holidays, generous vacation leave, flexible sick leave, and more.



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What will you be doing?

- Provide strategic leadership and oversight of the organization's financial operations, including accounting, payroll, accounts payable/receivable, and financial reporting.
- Lead and supervise finance staff & administrative staff while promoting cross-training, collaboration, and professional development.
- Direct preparation of monthly financial statements and financial reports for the Executive Director, Board, and Commission.
- Lead development and monitoring of the agency-wide annual budget and financial forecasts. Provide financial analysis, reporting, and recommendations to support organizational planning and decision-making.
- Ensure compliance with federal, state, and grant funding requirements, including applicable CFR standards. Serve as the primary liaison with external auditors and coordinate the annual audit process.
- Oversee financial aspects of contracts, grants, and Board or Commission actions to ensure fiscal integrity and compliance. Maintain strong internal controls, risk management practices, and financial policies to safeguard agency assets.
- Monitor agency cash flow, investments, and banking relationships to maintain financial stability.
- Provide guidance and training to managers and program directors on budgeting, financial reporting, and grant compliance.
- Support development and implementation of agency financial policies and procedures. Provide financial leadership and insight to support strategic initiatives and long-term organizational sustainability.
- Represent the agency in financial and governmental settings and perform additional duties as assigned.

Additional resources are available for this position on our website www.nwrdc.org.

- Job Description
- NWRDC employee benefits



The NWRDC utilizes a three-part candidate screening process:

1. Candidates must submit a resume and cover letter showcasing three things that their education and/or experience can contribute to this position.
2. Select candidates will be asked to complete a full application and provide a list of areas of expertise related to the position including three references.
3. Selected candidates are interviewed.

Please submit cover letter, resume, and references to:

Northwest Regional Development Commission
Attn: Darla Waldner
109 South Minnesota Street
Warren, MN 56762
darla@nwrdc.org

This position will remain open until filled.

We are an Equal Opportunity Employer M/F/ Disabled/
Veterans/Age Friendly Employer.