

Part-Time Finance Director

Position Title: Part-Time Finance Director

Location: Marshall Area YMCA – Marshall, MN

Reports To: Chief Executive Officer

Status: Part-Time (24-28 Hours per week)

Position Summary:

The Marshall Area YMCA is seeking a detail-oriented, mission-driven **Finance Director** to oversee and manage the organization's financial operations. This part-time role is ideal for a financial professional looking to make a meaningful impact in the community by supporting the YMCA's mission to strengthen youth, families, and the broader Marshall area.

Key Responsibilities:

- Oversee all aspects of financial management, including budgeting, forecasting, and reporting
- Prepare monthly financial statements, reports, and analysis for the CEO and Board of Directors, and Finance Committee.
- Monitor cash flow, accounts receivable/payable, and bank reconciliations
- Ensure compliance with GAAP and all applicable federal, state, and local regulations
- Lead annual audit preparation and work closely with external auditors
- Assist with grant reporting and tracking of restricted funds
- Collaborate with department heads to maintain and evaluate budgets
- Provide strategic financial input to support long-term planning and sustainability

Qualifications:

- Bachelor's degree in Accounting, Finance, or related field (Preferred)
- Minimum 3 years of accounting or financial management experience; nonprofit experience a plus
- Proficient in accounting software (QuickBooks preferred) and Microsoft Excel
- Strong organizational skills, attention to detail, and ability to meet deadlines

- Excellent communication and interpersonal skills
- Passion for the YMCA's mission and serving the local community

Compensation:

\$28-\$32 dollars per hour, commensurate with experience. Hours would be (Tues-Thursday, 9AM – 5PM).

To Apply:

Send your resume and a brief cover letter to ymca@marshallareaymca.org