

Central Minnesota Educational Research and Development Council

Job Description

POSITION TITLE: Director of Finance

PRIMARY FUNCTION: The Director of Finance provides strategic financial leadership and regional business support to member school districts across central Minnesota. This role blends hands-on technical expertise, team leadership, and executive-level financial stewardship. Serving as both a SMART Systems subject-matter expert and the organization's senior financial leader, the Director of Finance ensures fiscal integrity, regulatory compliance, and sustainable financial operations for cmERDC.

CLASSIFICATION: Professional – Exempt

REPORTS TO: Executive Director

Key Responsibilities

Regional School Business Support

- Provide consultative, technical, and problem-solving support to school district business officials throughout Minnesota.
- Serve as a subject-matter expert in:
 - Minnesota school finance and government accounting standards
 - Minnesota Department of Education (MDE) reporting and audit preparation
 - SMART Systems software
- Support districts with:
 - Financial systems optimization and best practices
 - Internal controls and compliance
 - Audit readiness and corrective action planning
- Build trusted, collaborative relationships with district leadership, auditors, and state agencies.

Organizational Financial Leadership

- Serve as cmERDC's senior financial leader, responsible for the financial health, integrity, and sustainability of the organization.
- Develop and oversee:
 - Annual operating budgets and financial projections
 - Cash flow management and financial reporting
 - Internal controls, fiscal policies, and risk management practices

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- Prepare financial reports, analyses, and recommendations for:
 - Executive Director
 - Board of Directors and Finance/Personnel Committees
- Coordinate annual audits and ensure compliance with:
 - State and federal regulations
 - Nonprofit accounting standards
- Provide strategic financial insight to inform organizational growth, shared services, and long-term planning.

Team Leadership and Operations

- Lead the cmERDC SMART Systems Finance and Payroll Support Teams:
 - 2 Finance Support positions
 - 6 Payroll Support positions
- Provide leadership through:
 - Mentoring and professional development
 - Workload coordination and service prioritization
 - Performance feedback and continuous improvement
- Foster a collaborative, service-oriented team culture aligned with nonprofit and educational values.

Support Development of Shared Services

- Co-create and help implement a shared-accountant support position in collaboration with:
 - Executive Director
 - cmERDC Board Personnel Committee
- Help define:
 - Scope of services
 - Financial and operational structure
 - Long-term sustainability of the shared-support model
- Evaluate effectiveness and recommend refinements to shared services over time.

Qualifications

- Required working knowledge of SMART Systems software.
- Current or former Minnesota school district business manager, finance director, or school district auditor preferred.
- Demonstrated experience with:
 - Minnesota school finance systems and reporting
 - Government accounting practices and standards
 - MDE reporting and compliance requirements
- Experience leading, mentoring, and supervising professional staff.
- Strong analytical, communication, and relationship-building skills.
- Willingness to travel within central Minnesota.

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JOB LOCATION: Central Minnesota Educational Research and Development Council
218 1st Street North
Sauk Rapids, MN 56379

WORK TYPE: Weekdays, 40 hours/week

HOW TO APPLY: Email cover letter, resume, and letters of reference to Craig Torgerson at
ctorgerson@cmerdc.org.

CLOSE DATE: Open until filled

CMERDC is an Equal Opportunity Employer