



Position: Business Consulting Manager

Department: Consulting

Supervisor: CFO

FLSA Status: Full-Time Exempt

Location: **85%** Virtual Office **15%** In-person/on-site (Meetings with clients will be required in the Twin Cities metro area based on business needs)

Hours: Core Business hours will be between 8am and 6pm (CST) Monday-Friday

Salary: \$70,000 - \$73,000

Application Closing Date: Open Until Filled

Organizational Summary:

WomenVenture is an economic development agency designated as an SBA Women's Business Center and a CDFI. Over its 44-year history, WomenVenture has provided women of all ages, cultures, races, and income levels with the tools and resources to achieve economic success through small business ownership. Utilizing in-depth training, expert advice, access to capital, and a network of support we help our clients launch and lead businesses that are profitable and sustainable. Our work is guided by our values of integrity, embracing diversity, change agency and persistence.

Position Summary:

This position will provide support for the financial and general business needs of our loan and non-loan clients. This will involve meeting with clients, recording and training on financial activity and financial records in accordance with generally accepted accounting principles (GAAP), and ensuring timely and accurate reporting.

Core Duties & Responsibilities:

LOAN TEAM SUPPORT

- Work with internal team members to identify and gather required and requested financial documents from loan applicants during intake process
- Assist pre-loan clients to prepare for loan application process with financial statement review and business forecast development. Work with applicant on any obstacles identified by loan officer and underwriting team.
- Assist loan team with loan restructures and related client assessments as needed
- Perform post loan client quarterly consultations and post loan requirement satisfaction
- Work with loan team to resolve loan client business issues to mitigate risk of loan default identified by loan portfolio manager

CLIENT SUPPORT

- Complete and document assessment of client's business challenges - provide support and/or identify additional training or external consulting resources
- Educate and train clients to enter financial data into accounting systems and understand the importance of tracking business financials for business management and tax purposes
- Review, modify and reorganize client accounting records to create more concise and meaningful financial records, as needed
- Assist client with preparation of journal entries for payroll, tax accruals, depreciation, and non-cash activity as needed
- Assist client in setting up QuickBooks or other accounting software, including connecting with the client's bank account
- Assist client in choosing payroll service provider and instruct client on the intersection of payroll with the accounting system
- Assist clients with accounting reconciliations to ensure continued accuracy of accounting records and financial reports
- Assist clients with state and local business registrations and referrals to tax preparation providers, tax experts, and other business consultants – internal and external
- Be available to clients as a resource in many aspects, either internally or as part of a referral network

ADMINISTRATIVE

- Supervise Business Consulting Accountant, provide guidance, monitor capacity and production
- Organize and allocate departmental workload
- Support Chief Program Officer and Chief Financial Officer as needed
- Maintain all necessary databases for hours and client information
- Responsible for departmental management systems and related metrics

CONFIDENTIALITY:

- This position requires having access to confidential records and information, including but not limited to client information. To perform this job, strict confidentiality must be maintained. This position requires completion of SBA 1081.

QUALIFICATIONS & SKILLS:

MINIMUM QUALIFICATIONS REQUIRED:

- 2-year accounting degree
- 2-5 years full cycle accounting experience
- Proven communication and problem-solving skills

PREFERRED QUALIFICATIONS:

- Experience with business accounting, including general ledger knowledge
- Experience or knowledge of sales tax and sales tax reporting
- Basic understanding of payroll, payroll taxes, and payroll tax reporting
- QuickBooks desktop or alternate accounting software experience
- Experience with managing multiple client interactions

MINIMUM SKILLS REQUIRED:

- Proficiency with accounting in QuickBooks Online, word processing, and utilizing spreadsheets.
- Ability to work independently, identify issues, suggest, and implement improvements.
- Excellent organizational, verbal, and written communication and people skills a must
- High financial acumen: demonstrated ability to interpret and analyze income statements, balance sheets, and cash flow projections
- Analysis of business-related data: general business information, market information, business plans, government regulations and contracts, credit reports
- Focus on detail
- Ability to follow complex tasks through to completion

- Ability to make reasonable decisions and employ problem-solving skills
- Proficiency in utilizing database programs, Excel spreadsheets and other standard office software
- Excellent organization and time management skills
- Adaptability to change
- Ability to think broadly and to problem-solve: to see the big picture and look for solutions
- Collaborative
- Team player

Work Environment/Physical Demands:

While performing the duties of this position, the employee is frequently required to sit for extended periods and may be required to stand for an extended period. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

APPLICATION PROCEDURE: Interested candidates should send a cover letter and résumé (both required) to hr@womenventure.org with “**Business Consulting Manager**” in the subject line. Position will be open until filled. WomenVenture is an equal opportunity employer. No phone calls please.

This position description is intended to describe the general nature and level of work being performed by people assigned to this position. It is not intended to be an entire list of all activities, tasks, and skills required of people in the position.