

**CENTRAL MINNESOTA LEGAL SERVICES
DEPUTY DIRECTOR OF FINANCE AND ADMINISTRATION**

Central Minnesota Legal Services (CMLS) is hiring a Deputy Director of Finance and Administration at the Minneapolis office.

Background: CMLS is a nonprofit law firm providing free legal representation to clients with low income in 21 counties in central Minnesota. Our mission is to advocate for access to the civil justice system for individuals with low income by providing high quality legal services, and to improve the lives of people living in poverty by empowering self-advocacy skills through legal education. This position plays a critical role in representing low-income individuals in areas of family law, housing law, public benefits, criminal expungements, and domestic violence advocacy.

CMLS is funded primarily by a grant from the Legal Services Corporation. CMLS also has other funding sources to provide civil legal services to other low-income populations in its service area. CMLS enjoys a good rapport with, and strong support from, the organized bar and the local judiciary.

Responsibilities: The Deputy Director of Finance and Administration will work under the Agency Administrator and within a team structure to support both financial and administrative work in a 36-person office. The Deputy Director will perform general accounting duties in accordance with CMLS' procedures and accounting practices in support of CMLS services. The work includes managing accounts payable and receivable, ensuring the accuracy of financial and vendor records in the general accounting software, support the Agency Administrator with tasks related to hiring and maintaining employees, and tasks related to payroll. The Deputy Director will also assist in planning and budgeting, human resources, and employee benefits administration.

Qualifications: Associate or bachelor's degree in accounting or equivalent experience is required. Demonstrated experience in financial management and accounting, preferably within a non-profit organization. Able to critically evaluate existing systems to identify new efficiencies and possibilities. Must have an ongoing commitment to further principles of diversity, equity, inclusion, and ability to work effectively with people from different cultural backgrounds is essential along with a demonstrated commitment and sensitivity to the problems of persons experiencing poverty. Must be able to work in a fast-paced office with a collaborative team approach. Attention to detail, excellent computer skills including Microsoft Excel, Outlook, and cloud-based accounting software. Ability to speak a second language a plus.

Salary: \$70,001 + D.O.E. on the CMLS salary schedule. Position has excellent benefits, a flexible work schedule, and 33.75 hour work week. Hybrid work from home options are available.

Starting Date: As soon as possible after position is filled.

Application Deadline: March 23, 2024, or until filled. *No Phone Calls Please.* To apply, send a cover letter, resume, and three references to:

Daniel Morris
Executive Director
Central Minnesota Legal Services
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Email: info@centralsmnlegal.org

Central Minnesota Legal Services is an equal opportunity affirmative action employer. Discrimination on the basis of race, color, creed, national origin, sex, religion, marital status, status with regard to public assistance, disability, sexual orientation, age, or veterans' status is not permitted.