



Emerging Prairie Chief Financial Officer

Job Summary

The Chief Financial Officer (CFO) will work closely with the CEO and other senior leaders to develop and implement financial strategies that support the organization's mission and goals and position the organization for future growth. This role will oversee all financial reporting, budgeting, audits, grant activity, forecasting, financial analysis, compliance requirements, and provide strategy and oversight for the financial and revenue activities of multiple initiatives: Emerging Digital Academy, Grand Farm, and Startup Programs.

Management Responsibilities

The CFO reports to the CEO and supervises the finance team and ensures relevant and timely financial information is disseminated across the organization.

Key Areas of Responsibility

The CFO will be responsible for leading the following areas:

Financial Management:

- Develop and implement financial strategies that support the organization's mission and goals and positions the organization for future growth
- Manage and oversee all financial operations, including accounting, budgeting, grant activity, forecasting, revenue strategy and activity, expense management, and financial analysis
- Prepare and present financial reports to the CEO, including regular updates on budget performance, forecasts, and financial risks and opportunities, providing further analysis and recommendations as needed
- Ensure the accuracy and completeness of financial records, including the general ledger, accounts payable and receivable, payroll, and other financial systems
- Ensure compliance with all financial reporting and regulatory requirements, including tax filings, audits, and other reporting requirements
- Manage relationships with external partners, including banks, auditors, vendors, and other financial service providers

Budgeting & Forecasting:

- Develop and oversee the annual budgeting process, working closely with internal divisions to develop budgets

- Monitor actual performance against budget and provide regular updates and analysis to the CEO and Board of Directors
- Develop and maintain financial forecasting models that support long-term financial planning and decision-making

Strategic Planning & Leadership:

- Work closely with the CEO and senior leaders to develop and implement strategic plans and goals that support the organization's mission and vision
- Provide strategic financial guidance and support to the organization
- Supervise members of the finance team as they fulfill the day-to-day, month-end, quarterly, and annual finance and reporting needs of the organization
- Provide leadership and mentorship to the finance team, fostering a culture of continuous improvement and professional development
- Identify opportunities for continuous improvement in the finance team's processes and systems and oversees the implementation of any changes in these areas
- Collaborate with other senior leaders to develop and implement strategies across divisions that support the organization's mission and goals
- Represent the organization at internal and external events and meetings, providing financial guidance and support as needed

Tax Filing & Compliance:

- Oversee all tax filings and compliance requirements, ensuring that the organization is in compliance with all relevant laws and regulations
- Manage relationships with external auditors and other financial service providers to ensure compliance with all reporting and regulatory requirements

Qualifications:

- Bachelor's degree in Accounting, Finance, or related field; MBA or CPA strongly preferred
- At least 10 years of progressively responsible experience in financial management
- Proven track record of successful financial management, including experience developing and implementing financial and revenue strategies, managing budgets, and overseeing financial reporting and compliance
- Proven project management practices, including the ability to organize work, set priorities, and manage teams to meet critical deadlines
- Strong leadership and management skills, with experience building and leading high-performing teams
- Understanding of nonprofit accounting principles
- Excellent analytical, problem-solving, and decision-making skills
- Strong communication and interpersonal skills, with the ability to communicate financial information to non-financial stakeholders
- Passion for the mission and work of the organization
- Passionate interest in mentoring others and working as a team

Physical Requirements:

- Ability to continuously stand or walk during events
- Prolonged periods sitting at a desk and working on a computer
- Ability to lift up to 50 pounds occasionally
- Remote work capable

Benefits and Culture:

- Located in Fargo, ND, with a flexible work environment that allows the employee to work from varied environments and locations
- 401(k) Retirement program with 3% employer match.
- 80% coverage of employee HDHP health insurance premiums (not to include vision or dental)
- HSA Contribution
- Company provided Short Term & Long Term Disability Coverage
- Company provided Life Insurance - \$50,000
- Generous PTO, 10 paid holidays (including your birthday) and paid holiday break.

Emerging Prairie is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

To Apply

Please send both a cover letter and résumé to Alexys Walker at ***alexysw@emergingprairie.com***

Applications will be accepted until the position has been filled. There will be an immediate and ongoing review of candidates, so we encourage and appreciate early applications.

About Emerging Prairie

Mission statement: To energize communities.

Vision: The relentless pursuit to improve the human condition both locally and beyond.

Core Values: Trust First, Learn Fast, Be Bold, Move Together, Be Scrappy, Think Holistic, and Lead with Gratitude.

Emerging Prairie is a non-profit organization that focuses on energizing communities through innovative programming, experiences, and initiatives that move the needle and ignite economic growth. With our values, mission, and vision as a guiding force, we strive to support founders, creators, and community builders to be curious and relentless in their pursuits. Emerging Prairie leads the efforts for Emerging Digital Academy, Grand Farm and The Prairie Den. Emerging Prairie was founded in 2013 by a group of Fargo entrepreneurs who wanted to make a difference in the community they call home.