



Neighborhood Development Center

Position Title: Client Manager / Accounting Advisor
Reports to: Business Lab Director

Location: 663 University Ave W, Suite 200, Saint Paul, MN 55104

Salary: DOQ

Closing Date: Oct 31, 2019

Job Type: Full time, M-F

Status: Exempt

ORGANIZATIONAL PURPOSE AND STRUCTURE

Neighborhood Development Center (NDC) is a non-profit organization that offers training, lending and technical assistance to inner-city entrepreneurs in Saint Paul and Minneapolis. NDC's mission is to improve neighborhood economies by developing the talents of micro-entrepreneurs within their own communities. NDC has trained more than 6,000 people to date (80% of whom are people of color.) We currently have nearly 600 alumni in business.

NDC places strong emphasis on accountability, adaptability and commitment to working closely with clients to help them overcome obstacles and barriers. NDC's work relies upon collaboration and strong personal relationships. These values drive our policies, programs and personnel.

NDC is a small, friendly, busy office with a fast-paced work environment. Employees must be innovative, entrepreneurial and be willing to tackle a wide variety of tasks. Successful employees will have a passion for social justice and an eagerness to engage in the communities where we work.

POSITION PURPOSE:

NDC's Business Lab provides in depth business services to NDC Alumni, Tenants, Loan Clients and business owners that operate within NDC's primary and secondary geographic neighborhoods. NDC's Business Services Committee reviews all Business Service requests, approves whom receives services, and selects the service providers to provide agreed-upon services.

NATURE AND SCOPE OF POSITION:

This position is responsible for communicating directly with small business owners, identifying their business and financial needs and concerns, effectively communicating NDC's scope of services, working with business owners on strategies to improve their businesses (including the facilitation of professional consulting services), preparing and reviewing financial documents, tracking/reporting on client project progress and communicating back to NDC Business Lab Director on results.



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MAJOR JOB RESPONSIBILITIES:

Task 1: Direct Service to Clients

Weight 75%

- A. The staff member will be the lead accounting and bookkeeping training and setup services provider for NDC clients.
- B. Meet with small business owners to identify their needs; help them create strategies to improve their businesses and assist with the implementation of those strategies, including the facilitation of professional consulting services.
- C. The staff member will provide clients with financial reviews/assessments, recommendations to clients for improvements, provide clients with cash flow, sales tracking and inventory templates and training. In addition, provide consultation and setup, clean up and maintenance of accounting, bookkeeping and other financial systems.
- D. Work with NDC small business accounting consultants in ensuring that the accounting engagement with consultants align with the owners' finances.
- E. Manage the Biz Lab Department accounting pipeline general ledger.
- F. Perform all other duties as assigned by NDC Business Lab Director.

Task 2: Team Interaction

Weight 20%

The Business Advisor/Client Manager attends the weekly Business Lab Department meetings. The staff member contributes to the teams work development, brainstorming, problem-solving and addresses other duties as requested.

Task 3: NDC Assignments

Weight 5%

The Business Advisor/Client Manager attends the monthly NDC staff meetings. The staff member also assists the broader NDC organization with the marketing of trainings, programs, tools and events. Represent NDC and act as ambassador in community, with partners and at local or national events.

Experience:

Bachelor's degree in business management and accounting. If you hold an accounting degree we are searching for individuals with small business management experience.

The successful candidate is likely to have more than one of the following: (1) Significant employment experience in accounting and bookkeeping, business management, sales, and retail, etc., (2) Experience working with culturally, linguistically, and economically diverse communities, (3) Two years of experience in small business lending and/or community development, and (4) Previous experience as a business owner.

Excellent organizational skills and ability to handle multiple tasks and deadlines. Excellent oral and written communication skills. Ability to tactfully analyze and critique business plans and financial statements. Ability to evaluate a business accounting and bookkeeping practices. Comfort making presentations to a small audience. Eagerness to take on extra tasks as necessary to accomplish organization's mission.

Fluency in either Spanish, Hmong, or Somali desired.



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Experience and certifications in Accounting and QuickBooks. Strong knowledge of Excel, Microsoft Word, Project Management Software, and Point of Sale systems. Understanding of Social Media and Web based Tools and database software.

How to Apply:

To apply, please send cover letter, resume and salary requirements to HR@ndc-mn.org or mail to HR, 663 University Avenue. W. Suite 200, St. Paul, MN 55104. EOE/AA