**OPEN POSITION: Finance Manager (Full-Time) at the Memphis Medical District Collaborative (MMDC)**

## Organization Overview

The Memphis Medical District Collaborative (MMDC) seeks a **Finance Manager** to join our growing team. Established in 2016, MMDC is a nonprofit, community development organization committed to strengthening the communities between and around its anchor institutions – major healthcare and educational institutions – including ALSAC / St. Jude Children's Research Hospital, Baptist Health Sciences University, Le Bonheur Children's Hospital, Methodist Le Bonheur Healthcare, Regional One Health, Shelby County Health Department, Southern College of Optometry, Southwest Tennessee Community College, and University of Tennessee Health Sciences Center. Together, these institutions have more than 25,000 employees, 8,000 students, a collective spend of $1.3 billion, and control more than 300 acres of real estate. The Memphis Medical District is also home to more than 10,000 residents. These institutions, along with local and national philanthropy, area corporations, and collaborative community partners, support the work of MMDC to revitalize the Memphis Medical District and make it a preferred destination to work, live, learn, and play.

MMDC's approach is comprehensive and inclusive of residents, employees, students, and visitors to the district. In addition to connecting the dots across the major healthcare and educational institutions, our work is organized around six key areas of focus:

1. **Streets & Public Spaces** – Catalyzing connections between people and place through improvements to the public realm, including parks, streetscapes, sidewalks, plazas, and enhanced mobility options. District Ambassador program; coordination of safety efforts, hospitality assistance, and environmental and cleanliness improvements.
2. **Development** – Fundraising, grant writing and management, and donor/partner cultivation and recognition.
3. **Economic Development** – Supporting and connecting the diverse neighborhoods in the District through growing and attracting small, minority, and women-owned businesses, as well as supporting existing businesses through programs like Buy Local.
4. **Marketing and Communications** – Promoting the organization's mission, values, and impact to various stakeholders through creatively telling the District's and the organization's story.
5. **Real Estate** – Cultivating a rich environment for appropriate development through coordinated planning and investment, with a focus on creating mixed-use, mixed-income places.
6. **Workforce Strategies** – Through Hire Local, connecting neighborhood residents to training, education, and employment opportunities where there is a clear career pathway, a livable wage, and a growing career field.

| | |
|---|---|
| **Title** | **Finance Manager** |
| **Reports To** | **Chief Operating Officer** |

| | |
|---|---|
| **Summary** | We are seeking a dynamic Finance Manager to join our team at MMDC, one of Memphis Business Journal's 2024, 2025, and 2026 Best Places to Work.<br><br>The Finance Manager is responsible for managing the day-to-day financial operations of the Memphis Medical District Collaborative (MMDC) and its related subsidiaries. This position ensures the accuracy and integrity of financial records, manages accounting processes, supports budgeting and forecasting, oversees accounts payable and receivable, and assists with audit, grant, compliance, and financial reporting requirements.<br><br>The Finance Manager works collaboratively with leadership and staff to ensure MMDC maintains strong financial controls, timely and accurate reporting, and efficient financial processes that support the organization's mission and strategic priorities. |
| **Experience and Qualifications** | **Required:**<br>● Bachelor's degree in Accounting, Finance, Business Administration, or a related field required.<br>● Minimum of 5 years of progressively responsible accounting or financial management experience.<br>● Experience with multiple entities, restricted funding, grants, contracts, or complex funding sources preferred.<br>● Experience supporting annual audits and financial statement preparation required.<br>● Experience with Form 990 preparation or nonprofit regulatory reporting preferred.<br><br>**Knowledge, Skills & Abilities:**<br>● Strong knowledge of generally accepted accounting principles (GAAP).<br>● Strong financial analysis, reconciliation, and reporting skills.<br>● Strong attention to detail and commitment to accuracy.<br>● Ability to manage multiple priorities and deadlines.<br>● Proficiency with QuickBooks Online or comparable accounting software.<br>● Advanced proficiency with Microsoft Excel and/or Google Sheets.<br>● Ability to understand and improve financial processes and internal controls.<br>● Ability to communicate financial information clearly to individuals without a finance background.<br>● Strong interpersonal, organizational, and problem-solving skills.<br>● Ability to exercise discretion and maintain confidentiality.<br>● Ability to work both independently and collaboratively in a fast-paced environment.<br><br>**Preferred:**<br>● CPA, MBA, or other relevant professional certification is preferred but not required.<br>● Experience within a nonprofit, community development, economic development, foundation, or similarly complex mission-driven organization is highly desirable. |
| **Salary Range** | $80,000 commensurate with experience. |
| **Key Benefits** | • Hybrid schedule<br>• Generous benefit package<br>• Parental leave<br>• Professional development opportunities<br>• 401(k) employer match<br>• 20 Days per calendar year of paid leave<br>• At least 10 office closing days for public holidays<br>• Up to 10 remote workdays while traveling<br>• Phone reimbursement |

| | |
|---|---|
| **Physical Requirements** | • Tasks require the ability to exert light physical effort in sedentary to light work, including lifting, carrying, pushing, and/or pulling lightweight objects and materials (5-10 pounds).<br>• Tasks may involve extended periods at a keyboard or workstation. |

**Essential Duties and Responsibilities:**

**Accounting & Financial Operations**

- Manage day-to-day accounting operations, including general ledger activity, accounts payable, accounts receivable, deposits, journal entries, and account reconciliations.
- Manage monthly and year-end financial close processes.
- Maintain accurate financial records for MMDC and its related entities.
- Review transactions for proper coding, documentation, authorization, and compliance with organizational policies.
- Prepare bank, credit card, investment, and other balance sheet reconciliations.
- Maintain the chart of accounts and ensure consistency across financial systems.
- Monitor cash balances and support cash-flow management and forecasting.
- Maintain accurate supporting documentation for financial transactions.

**Budgeting & Financial Reporting**

- Assist the Chief Operating Officer with development and management of the annual organizational budget.
- Prepare monthly financial statements and budget-to-actual reports.
- Monitor organizational, departmental, program, and grant budgets.
- Identify significant budget variances and work with department leaders to address questions or concerns.
- Prepare financial analyses and reports for leadership, committees, funders, and other stakeholders.
- Support financial forecasting and long-term financial planning.

**Accounts Payable & Accounts Receivable**

- Oversee the accounts payable process, including invoice review, coding, approvals, payment processing, and vendor records.
- Manage organizational receivables and maintain accurate accounts receivable aging reports.
- Prepare invoices for grants, contracts, sponsorships, programs, loans, and other organizational revenue.
- Monitor outstanding balances and coordinate appropriate follow-up on past-due receivables.
- Ensure proper documentation and internal controls are maintained throughout AP and AR processes.

**Grants, Contracts & Loan Accounting**

- Track restricted and grant-funded revenue and expenditures.
- Work with program staff to ensure expenses are properly allocated and consistent with approved grant budgets.
- Assist with financial reporting and documentation required by funders.
- Maintain financial records, payment schedules, and receivables associated with MMDC's loan and economic development programs.
- Assist with financial tracking and reporting for contracts and other restricted funding sources.

**Audit, Tax & Compliance**

- Coordinate preparation of schedules, reconciliations, and supporting documentation for the annual independent audit.

- Serve as a primary day-to-day contact for auditors in partnership with the Chief Operating Officer.
- Assist with preparation and review of financial information needed for Form 990 and other required filings.
- Maintain documentation supporting compliance with financial policies, contracts, grant requirements, and applicable regulations.
- Help maintain and strengthen internal financial controls.
- Support implementation and monitoring of MMDC's financial policies and procedures.

**Financial Systems & Process Improvement**

- Maintain accurate financial records within QuickBooks Online and other financial platforms.
- Ensure information is properly coordinated between accounting, accounts payable, payroll, expense management, and related systems.
- Identify opportunities to improve efficiency, accuracy, and internal controls.
- Develop and maintain written procedures for key finance and accounting functions.
- Assist with implementation of new financial systems, processes, and technology.

**Organizational & Team Support**

- Serve as a financial resource to department leaders and staff.
- Provide guidance regarding budgets, expense coding, purchasing, reimbursements, and financial procedures.
- Collaborate across departments to support organizational initiatives and programmatic goals.
- Participate in MMDC meetings, events, and activities as needed.

**Additional Responsibilities:**

- Performs other duties and special projects as assigned to support the mission, goals, and operational needs of the Memphis Medical District Collaborative (MMDC).

**Work Authorization:** Applicants must be legally authorized to work in the United States. MMDC does not provide employment visa sponsorship.

**Submittal**

If you are interested in applying, please upload your resume and cover letter here.
Applications will be evaluated on a rolling basis, so please submit as soon as possible. In your cover letter, tell us why you are interested in this role and how your past experiences make you an ideal candidate for our growing nonprofit, community development organization.

**NO PHONE CALLS.** For more information: www.memphismedicaldistrict.org