



Finance & Operations Associate

- Status:** Full-time
- Experience:** Bachelor's degree in related field and 2 to 4 years of work experience
- Location:** Edina, MN
The Finance & Operations Associate will work in the central office in Edina, MN.

Wallin Education Partners Mission and Vision

The mission of Wallin Education Partners is to enable college and career success for high-potential Minnesota students with financial need through scholarships, comprehensive advising support, and data-informed collaboration with our educational, business, and philanthropic partners.

The vision of Wallin Education Partners is to create a diverse, ever expanding community of scholars and educated citizens with the skills, leadership, and dedication needed to build a stronger tomorrow.

Organization

Wallin Education Partners has an extremely dedicated team with an unwavering commitment to student success. Our diverse team brings a breadth of experience in education, development, non-profit organizations, for profit businesses and we come together in a fun work environment focused on helping low-income, high-potential students complete college. We are a high-energy group and someone who shares our drive to enable college and career success would fit in well. The outcomes of our program are an exceptionally high graduation rate (90+%), less debt for graduates, diverse talent for our community, and maximum impact for our donors.

The Position

The Finance & Operations Associate provides critical support to Wallin Education Partners in the areas of Finance, Information Technology and New Scholar Selection. The internal support this position provides to the team is essential to our smooth operations. This position reports to the Director of Finance & Operations.

Primary Roles & Responsibilities

Finance

- Supports Director of Finance & Operations and Finance Manager in areas such as:
 - Maintenance of vendor records in QuickBooks
 - Strengthening procurement/vendor management function
 - Automation of A/R and A/P processes
 - Processing of monthly credit card & reimbursable expenses
 - Data analytics
 - Process documentation

Information Technology

- Handles Level 1 (“help desk”) IT support for Wallin EP staff, including administration of Office 365, phone systems, printer management, new hardware procurement, ad hoc requests for support
- Coordinates work with Managed IT services provider
- Manages IT infrastructure projects
- Leverages APIs to integrate systems as appropriate
- Proactively seeks opportunities for more efficient operations

New Scholar Selection

- Supports Director of Finance & Operations and Senior Project Manager of New Scholar Selection in areas such as:
 - Planning and execution of high school outreach
 - Ad hoc reporting requests on new scholar selection cycle
 - Facilitation of new scholar application review process
 - Logistics management for New Scholar Celebration events

Other

- Projects with other functional areas as assigned

Skills & Attributes

- Mission driven
- Advanced Excel skills
- Loves technology
- Customer service orientation
- Writes well
- Brings a sense of urgency to tasks & responsibilities

Compensation for this position is dependent on experience and includes a health insurance package.

Sound like a good fit?

To apply, please submit a cover letter, resume, and names and contact information for three references to hr@wallinpartners.org. Applications will be reviewed on a rolling basis with an anticipated start date as soon as possible. No phone calls please.