



BOYS & GIRLS CLUBS OF THE NORTHLAND

Finance/HR Assistant Job Brochure

Applications must be submitted
by 5:00pm on June 26th, 2026.



Boys & Girls Clubs of the Northland

Boys & Girls Clubs of the Northland (BGCN) is a youth-serving nonprofit organization with a rich history of being at the forefront of youth development throughout northern Minnesota and Wisconsin. For more than 50 years, the organization has grown in response to the needs of young people and families.

Guided by a mission to empower and inspire all young people, especially those who need them most, BGCN helps youth reach their full potential as caring, productive, responsible citizens. Across its five Club branches, the organization is staffed by more than 40 youth development professionals, supplemented by part-time volunteers and a driven Board of Directors.

The Clubs provide consistent out-of-school programming focused on academic success, healthy lifestyles, good character, leadership, and life readiness. Through structured activities, mentorship, recreation, and skill-building opportunities, the organization helps open doors to belonging, possibility, and brighter futures.

The culture of BGCN is mission-centered, relationship-driven, and deeply rooted in service. Staff members serve as positive role models and trusted adults, helping create spaces where young people feel safe, supported, encouraged, and valued. For individuals who are dependable, compassionate, and energized by working with youth, BGCN offers the opportunity to make a meaningful difference in the community every day.



Key Employees and Stakeholders

Key Employees to the Position

Lynn Reins: Chief Executive Officer

Emily Burnside: Chief Operating Officer

Dawn Hautajarvi: Chief Financial Officer

Kayla Muchka: Chief Development Officer

Lori Welch: Executive Assistant



Governance



BGCN is directed by the Governance Board and supported by community-based advisory councils connected to its local service areas, including Hibbing, Grand Rapids, and Duluth Superior.

Governance Board Members

Cassie Liubakka, Charlie Bell III, Christa Scheider, Isaac Meyer, Jason Crawford, Jeff Cooper, Jeff Manion, Jim Watts, Kaitlin Zenner, Katherine Becker, Phil Wilson, Sheena Kern, Shawn Reed, and Shaina Wagner.

Finance/HR Assistant

The Finance/HR Assistant plays an important role in supporting the daily financial and human resource operations of BGCN. Reporting to and working closely with the Chief Financial Officer, this position helps ensure that accounting, payroll, personnel, reporting, and compliance processes are accurate, organized, and supported by strong internal controls.

This role is ideal for someone who is detail-oriented, dependable, and interested in building skills across both finance and human resources. The Finance/HR Assistant will support a variety of administrative and technical functions, including accounts payable and receivable support, grant documentation, payroll coordination, financial reporting, onboarding and offboarding, benefits administration, personnel records, and HR compliance tracking.

The successful candidate will bring strong organizational skills, professionalism, discretion, comfort with systems, and a willingness to learn. Because this position supports staff and processes across multiple Club locations, clear communication, follow-through, data accuracy, and the ability to work collaboratively with supervisors and administrative staff will be important to success.

The role may be full-time or part-time, ranging from 32 to 40 hours per week depending on candidate availability and organizational need. Starting salary compensation for this role ranges from \$45,000 to \$55,000 annually, prorated if part-time.



Essential Job Duties

Finance & Accounting Support

- Assist with accounts payable and receivable functions, including invoice processing, payment tracking, and collections follow-up.
- Prepare and submit quarterly payroll tax filings, including IRS Form 941.
- Coordinate and distribute annual employee tax documents, including IRS Form W-2.
- Maintain and reconcile general ledger accounts in QuickBooks or other accounting systems.
- Assist the Chief Financial Officer with the monthly financial close process, including journal entries and supporting schedules.
- Generate routine financial reports, including budget-to-actual reports, grant tracking reports, and other financial summaries as needed.
- Support preparation for the annual audit and Form 990 filing by gathering requested documentation and maintaining organized records.
- Monitor restricted and unrestricted funds to support compliance with grant and donor requirements.
- Assist with cash flow tracking and forecasting support.

Systems & Technical Support

- Utilize financial and human resource systems such as Salesforce, QuickBooks, and Paycor for accurate data entry, reporting, and recordkeeping.
- Maintain data integrity across financial and HR systems, ensuring information is accurate, consistent, and up to date.
- Use Microsoft Excel to support formulas, pivot tables, data tracking, and financial or HR reporting needs.
- Assist with system improvements, reporting enhancements, and process automation when applicable.
- Demonstrate a willingness to learn new systems and adapt to evolving organizational processes.

Human Resources Administration

- Support full-cycle onboarding and offboarding processes for employees.
- Track and support compliance with required trainings, certifications, and licensure, as applicable.
- Assist with benefits administration, including employee enrollments, changes, and related communication.
- Serve as a point of contact for employee HR-related questions regarding payroll, benefits, policies, and related processes.
- Support performance review tracking and documentation processes.
- Assist with unemployment claims, workers' compensation reporting, and HR compliance documentation.
- Maintain compliance with federal and state labor laws, as well as grant-related HR requirements.

Internal & External Coordination

- Work closely with the Chief Financial Officer and collaborate with Branch Directors, site leadership, and administrative staff to support consistent HR processes, payroll coordination, and financial recordkeeping across all locations.
- Maintain contact with benefit providers, payroll vendors, background check providers, and other service or compliance partners as needed to support accurate processing and regulatory requirements.
- Contribute to a collaborative work environment that supports both finance and human resources functions.

Work Environment and Physical Requirements

This position works in a collaborative environment supporting both finance and human resources functions. The role requires a high energy level and the ability to manage multi-faceted tasks alongside day-to-day activities.

The Finance/HR Assistant must be comfortable communicating with internal staff and external partners, maintaining organized records, and supporting processes that require accuracy, confidentiality, and consistency.

Qualifications | Benefits

Qualifications

- Associate's degree in Human Resources, Business, or a related field preferred. An equivalent combination of education and relevant experience will also be considered.
- One to three years of experience in human resources, administrative support, payroll, or a related field preferred.
- Nonprofit experience is a plus.
- Exposure to payroll processing or HR systems is strongly preferred; willingness to learn and grow in these areas is required.
- Basic understanding of HR practices, compliance, employee documentation, and confidentiality requirements, or a demonstrated ability to learn quickly.
- Comfort using Microsoft Office, including Excel, Word, and Outlook, with the ability to learn and use financial and HR systems such as Salesforce, QuickBooks, Paycor, or similar platforms.
- Ability to maintain accurate data across systems and support reporting, tracking, and process documentation.

Ideal Attributes

The ideal candidate will be highly organized, detail-oriented, and comfortable supporting multiple administrative functions. This individual will demonstrate clear and professional written and verbal communication skills, sound judgment, and the ability to handle sensitive and confidential information with discretion.

The successful candidate will be reliable, tactful, mature, flexible, and able to build positive working relationships with diverse personalities across multiple locations. They will bring a positive attitude, a willingness to take initiative, and an interest in developing new skills across finance, human resources, payroll, reporting, compliance, and administrative support.

Benefits (Full-Time Only)

- Earned sick and safe time
- Health, dental, and vision insurance
- Long-term disability insurance
- Group life insurance
- 401(k) retirement plan
- Paid holidays
- Paid time off

Twin Ports | Living



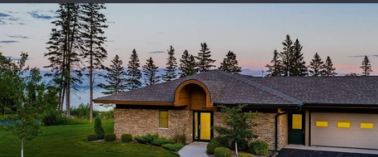
Be North

Explore various neighborhood maps and profiles in the area [here](#). Duluth holds the title of being the 4th top midwestern city for livability.

Housing

While finding housing in the Twin Ports area can be challenging like any other community, each area offers many great neighborhoods with a distinctive feel. For up and coming professionals and families alike, there are many choices to choose from.

While many realtors are available in the area to help you through the housing process, we have local consultants who will gladly help connect you to trusted names and resources.



Twin Ports | Activities



Twin Ports Nightlife

An e-guide to events, local bars and businesses in the Twin Ports area. Explore [here](#).



Perfect Duluth Day

An e-guide to fun family friendly and youth orientated events around Duluth. Explore [here](#).

Outdoor Activities

The Twin Ports area is packed with recreational activities.

- **Hiking:** There are 22 state parks, national forests and shorelines for hiking and other explorations.
- **Skiing/Snowboarding:** Spirit mountain and Chester Bowl offers miles of downhill skiing/snowboarding paths.
- **Snowmobiling/ATV:** A map of Duluth's snowmobile trails can be found [here](#). There are 772 ATV miles to explore within and beyond Duluth.

How cold is it really?

- Summers are comfortable, rarely over 88°F.
- Winters can be cold, snowy, and windy, but lots of activities are happening - indoors and outdoors!



Twin Ports | Growing

We have local consultants who will support spouses/family members with building local connections, including professional networking. The Twin Ports area has a thriving job market.



Duluth Area Chamber of Commerce

Find Duluth's social gatherings and professional networking events, linked [here](#).

Education

The Twin Ports area has education options to fit every need. Visit Be North's list of all schools in the area including childcare, K-12 schools, and higher education in every form to fit your family's needs. Research [here](#).

- 90% regional graduation rate.
- 14 colleges, universities, and tech schools.
- #2 in the nation for earning an associate degree or higher.



**GROW & LEARN
HERE**



Application Information

To apply, please submit the following documentation anywhere this job posting is located:

- Your resume
- A cover letter providing a narrative of your professional career

Questions can be directed to info@bgcnorth.org.



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