

Senior Director of finance

Job description:

Directs and participates in the organization's financial planning and oversees: Accounting while directing and participating in activities based upon the overall strategic objectives of XYZ and its subsidiaries and accounting procedures as well as the association's relationship with lending institutions, shareholders, and CPA firm; by performing the following duties personally and through department personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Budgeting, audit, tax, accounting, information systems, real estate activities for the organization and its subsidiaries.
- Directs the Accounting Department procedures and systems necessary to maintain proper records and to afford adequate accounting controls and services.
- Appraises the organization's financial position and issues periodic financial and operating reports.
- Responsible for the collection procedures for Accounts Receivable for XYZ and its subsidiaries.
- Directs and coordinates the establishment of budget programs.
- Oversees the strategic plan and integrates the strategic goals into the budgeting process.
- Analyzes, consolidates, and directs all price accounting procedures together with other statistical and routine reports.
- Analyzes studies of general economic, business and financial conditions and their impact on the organization's policies and procedures.
- Prepares reports for regulatory agencies as necessary and required.
- Oversees the annual audit of XYZ and its subsidiaries.
- Reviews and recommends investment policies and implements them based on approval of the Chief Executive Officer and the Board.
- Prepares all financial reports for the annual report.

Job Requirements

Education, training, experience:

SUPERVISORY RESPONSIBILITIES

Manages subordinate supervisor who supervises employees of Accounting department. Is responsible for the overall direction, coordination, and evaluation of the department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

BS/BA degree in Accounting from an accredited four year college or university; and minimum of ten+ years related experience and additional training in accounting and MIS areas.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Certified Public Accountant and/or Certified Management Accountant highly preferred.