

**Link Associates
Position Opening
FINANCE DIRECTOR**

DATE: April 25th, 2024

POSITION: Finance Director

POSITION SUMMARY: Responsible for the operations of the Finance Department. Assure compliance of fiscal reports and records, produce financial statements and manage funds and accounts for the organization. Develop financial feasibility analysis for program expansion/modification proposals as needed.

ESSENTIAL JOB FUNCTIONS:

- Work with the Executive Director to develop and include department staff in a shared vision for the future of the organization, build understanding of the current mission and develop appropriate goals and strategies to advance that mission.
- Work with the Executive Director to develop operational objectives to support the strategic plan and lead department staff to the implementation of the strategic and annual plans.
- Interpret policies and procedures to department personnel and develop and propose areas for change and implementation upon Executive Director and Board approval.
- Supervise the accounting department to ensure the proper functioning of all systems, databases, and financial software. Provide regular maintenance and backup of all accounting systems and supervise company financial staff.
- Plan, supervise and direct general financial functions of the organization. Assure compliance of fiscal records and reports with standard accounting principles and all laws as may apply to the operation of the organization and the funded programs.
- Review and ensure application of appropriate internal controls, Sarbanes-Oxley Act SOX compliance and financial procedures.
- Enhance and implement financial and accounting systems, processes, tools, and control systems.
- Serve as a key point of contact for external auditors; Manage preparation and support of external financial audits.
- Provide supervision to all department personnel including coaching, the development and review of performance evaluations, completing the interview process and proposed salary adjustments. Participate in delivery of the departmental disciplinary actions needed and compilation of information as required.

QUALIFICATIONS:

- Bachelor's degree in accounting or finance with a minimum of five (5) years related successful work experience and five (5) years of supervisory experience. Exceptions must receive prior approval from the Executive Director.
- Must meet agency policy on transportation and background checks.
- Possess ability to work daily utilizing standard office equipment.
- Proven proficient ability to use independent judgment, analytical/decision-making skills, verbal and written communication skills, human relation skills, team working skills, and organizations skills.

SALARY RANGE: Based on education and experience.

DEADLINE: May 3rd, 2024, or until filled

Submit Internal Transfer Request, Current Resume and Cover letter to:

Robin Stewart
Human Resources
Link Associates
1452 29th Street
West Des Moines, Iowa 50266

Link Associates is an Equal Opportunity Employer