



Senior Director of Finance

Position Profile:

This role is responsible for maximizing the return on financial assets by establishing financial policies, procedures, controls and reporting systems; ensures legal compliance for all accounting and financial reporting functions; manages the accounting department; manages and prepares multiple system budgets

Responsibilities:

- Oversees the flow of cash and financial instruments in accordance with company policy.
- Guides financial decisions by establishing, monitoring, and enforcing policies and procedures.
- Assesses risk of all financial transactions executed by organization personnel.
- Protects assets by establishing, monitoring and enforcing internal controls.
- Collects data to analyze the present and future financial status of the organization.
- Directs, coordinates, and monitors activities to implement institution's policies, procedures, and practices.
- Compiles and reports financial data as required by organization and government regulations.
- Prepares reports needed to satisfy tax requirements, reports key financial data.
- Prepares and manages multiple system budgets
- Arranges for audits as required and appropriate.
- Supervisory Responsibilities

Education and/or Experience:

- Master's degree (M. A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.
- Knowledge of accounting principles and financial terms, budgets, financial reports
- Strong leadership skills with proven ability to provide very effective, results oriented direction
- High degree of maturity, honesty, trust and integrity, cultivating these qualities in others
- Strong written and oral communication skills: ability to communicate in person, on the phone, and by written communication in a clear, straight-forward, and professional manner
- Knowledge of Word, Excel, PowerPoint and key tools used in work environment