

JOB TITLE: Director of Finance

JOB DESCRIPTION:

Director of Finance is responsible for providing strategic direction, implementation and management of the financial operations, financial reporting, and accounting functions. Functions include statutory reporting, coordination of GAAP, statutory and regulatory agency audits, financial and regulatory compliance, management reporting, cash management, and budget development. Director is responsible for monitoring of budgetary compliance to ensure that operational performance results are achieved. Responsible for the production of timely, accurate and compliant financial reports that meet all accounting standards, government regulations and federal, state and local laws.

Areas of responsibility include general accounting, payroll, accounts payable, decision support, financial forecasting, budget development, financial analysis, financial reporting, external audits, fixed asset and property accounting, cash management, and financial records maintenance. The Director assists in the development of operating and capital budgets, organizational goals and objectives, and ensures that services are provided in a manner consistent with the mission and philosophy of Siouland Interstate Metropolitan Planning Council. The Director will Assist the Executive Director in the Organization's strategic planning process. The Director is responsible for the direct supervision of finance staff and reports to the Executive Director.

DUTIES AND RESPONSIBILITIES:

- Coordinate the accounting functions related to programs funded by Local, State, and Federal agencies.
- Support the Executive Director in the financial reporting and other administrative requirements of Local, State, and Federal grants and contracts.
- Prepare, review, or direct all accounting entries (transactions and journals).
- Oversee the preparation of invoices, other billings and collection of funds.
- Coordinate the preparation and review of A-133 Audit work papers related to awards and preparation of the Schedule of Expenditures of Federal Awards (SEFA).
- Monitor/track the financial and accounting status of each program through its program life cycle to closure and reconciliations.
- Prepare the organization's Indirect Cost Allocation Plan for approval by cognizant agencies and apply agency and grant specific indirect costs at least quarterly.
- Prepare all applicable fiscal reports for programs and ensure the timely submission thereof.
- Directly consult with the Executive Director as it relates to financial administration of grants and the budgeting of such grants, including interpretation of federal requirements pertaining to allowable and unallowable costs based on the guidelines provided by the agency and contained in the grant agreements.
- Prepare regular financial reports for the Board of Directors and Executive Director
- Propose policies and procedures related to finance function for review and implementation by the Executive Director.
- Write, update, train and maintain a Fiscal Policy Manual, which will serve as the fiscal policies and procedures manual for all program managers and grants/contracts.
- Attend relevant professional development training and stay abreast of the Office of Management and Budget Circulars and their applicability to grants management related to A-133 audit
- Perform other duties as assigned.

QUALIFICATIONS:

- Bachelor's Degree in Accounting (or equivalent experience) and a minimum of 2 years accounting experience, preferably in a State and Local Government environment.
- Prior experience with Blackbaud FundWare accounting software a plus.
- Government Finance Officers Association (GFOA) Certified Public Finance Officer Certification a plus.
- Knowledge of federal regulations and OMB Cost Circulars related to programs at local, state, and federal levels preferred.
- Must demonstrate knowledge of general governmental accounting and fiscal management principles.
- Must have strong, verbal, and written communication skills
- Must possess the ability to work with minimal supervision. Must maintain strict confidentiality.

SUPERVISION: Supervised by the Executive Director

SALARY LEVEL: \$70,000-\$105,000 per year (commensurate with experience)

Please submit your resume & salary expectations to:

Siouxland Interstate Metropolitan Planning Council (SIMPCO)
1122 Pierce St.
Sioux City, IA 51105

Email: simpco@simpco.org

Fax: (712) 279-6920

Short Job Posting:

Director of Finance

SIMPCO, a governmental planning organization, is seeking a Director of Finance to oversee the financial and accounting functions of the organization, including reporting for State and Federally funded programs and awards. Qualified applicants will possess a Bachelor's degree in Accounting and sufficient knowledge and experience related to governmental accounting. \$70,000-\$105,000 annual salary.