JOB TITLE: Finance Director  DATE: June 2020
DEPARTMENT: Administration/Finance  FLSA: Exempt
REPORTS TO: Executive Director

DESCRIPTION OF WORK

GENERAL STATEMENT OF DUTIES: The Finance Director is responsible for developing, reviewing and modifying the SRDC accounting system, revolving loan fund system and fiduciary activities to maintain an appropriate tracking of costs and funds for federal, state and local programs. Also analyzes, monitors and formulates allocations of appropriate costs and resources and provides financial reports/budgets with recommendations on variances.

ESSENTIAL FUNCTIONS OF THE POSITION

1. Develops and submits the annual budget proposal and the mid-year budget revision; develops final indirect cost plan based on approved budget.
2. Analyzes current and past financial activities.
3. Works with planning staff and funding agencies on development of contract, grant and loan fund budgets and consults on how to meet program specific needs for match and tracking.
4. Completes long range fiscal planning to show projections of revenues, expenditures and other fiscal matters.
5. Analyzes, plans and tracks agency investments; makes recommendations to Executive Director concerning investments and overviews bank account activity.
6. Establishes codes and procedures for proper flow of the accounting system for the Commission and fiduciary activities.
7. Provides technical assistance to staff, auditors, fiduciary organization staff and others as requested.
8. Prepares or oversees the preparation of monthly, quarterly and annual financial reports/requests for the IRS, contracts, grants and other funding sources including fiduciary activities.
9. Prepares monthly revenue/expenditure reports and monitors for inconsistencies. Reports to the Board/Full Commission.
10. Prepares the annual yearend financial statements.
11. Supervises the finance department staff and activities.
12. Reviews annual tax levy certification requirements.
13. Consults with outside sources as necessary and the Executive Director related to regulatory changes and determination or coordination of employee benefits and office insurance.
14. Acts as primary contact/consultant on computer accounting and loan program systems on changes/updates needed and setup of new reports or program specifics.
15. Staff to the Budget & Personnel committee and audit committee.
16. Performs other duties as required.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification.

KNOWLEDGE, SKILLS AND ABILITIES
1. Considerable knowledge of government accounting and finance as they relate to the fiscal and financial obligations of the SRDC, internal accounting controls and financial analysis of revenues and expenditures.
2. Considerable knowledge of modern office practices and procedures.
3. Considerable knowledge of the organization and operation of Region Development Organization programs and working knowledge of applicable Minnesota statutes.
4. Considerable knowledge of personnel administration.
5. Ability to operate general office equipment including proficiency in information systems to include Office 365 and other related industry applications.
6. Ability to effectively supervise and train financial personnel.
7. Ability to communicate effectively, orally and in writing, and have good public relations skills.
8. Ability to establish and maintain effective working relationships with others.
9. Skill in using technology to enhance work productivity.
10. Skill in facilitating budget meetings in a variety of settings.

**WORKING CONDITIONS AND ENVIRONMENT**

The position has good working conditions in general, but is a diversified job requiring sustained mental effort related to public contacts, organizational issues, planning and technical areas. There is sustained exposure to public contacts, sitting, and computer screens. There is also exposure to moderate lifting (up to 40 pounds).

**MINIMUM QUALIFICATIONS**

A Bachelor's Degree in Accounting, Finance or a related field plus 5 years of experience. A CPA may be substituted for 3 years of experience. Must possess and maintain a valid driver’s license.