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## Finance Director

Finance - Milwaukee, Wisconsin (Hybrid)

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Department **Finance**

Employment Type **FTYR**

Minimum Experience **Experienced**

Compensation **90,000**

### **JOB PURPOSE AND REPORTING STRUCTURE:**

The Finance Director is responsible for financial reporting, analysis and accounting operations. This position reports to the CFO/Fractional CFO as well as the CEO. The position supervises an Accounting Coordinator.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Oversee daily financial operations and manage organizational cash flow.
2. Administer and perform month-end, semester-end and year-end consolidation/financial reporting processes on a timely and accurate basis.
3. Coordinate the collection and preparation of data/reports for outside auditors, executive management and the Board of Directors and Committees.
4. Perform technical accounting research and analysis on a variety of topics.
5. Develop and mentor the Accounting staff.
6. Develop relationships with other departments, executives, banks, auditors and other vendors as appropriate.
7. Responsible for accounting software upgrades, partnership relationship, use and efficiency of processes utilizing the software.

8. Research and report on industry and competitor analytics.
9. Lead reforecast and budget process.
10. Responsible for the annual external audit.
11. Special projects and other duties as assigned.

**QUALIFICATION REQUIREMENTS:**

- Strong technical accounting knowledge and ability to research and analyze technical accounting issues as they arise.
- Excellent managerial and mentoring skills.
- Adapt quickly to change, think creatively, display flexibility and use sound judgement.
- Attention to detail, while still focusing on the larger picture.
- Demonstrates integrity and strong work ethic - leads through open, honest communication; makes decisions with the high ethical standards of the institution in mind.

**EDUCATION and/or EXPERIENCE REQUIREMENTS:**

- Minimum of a Bachelor's degree in Accounting.
- CPA certification is required.
- Minimum of six (6) years total experience in accounting, public accounting is a plus.
- Microsoft Excel expertise is required.
- Proficient user of accounting software.

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