



*Effective as of: 8/20/2017*

**Position:** Director of Finance & Accounting

**The Opportunity:** Join a dynamic economic development nonprofit in one of the nation's fastest growing communities. The Sioux Falls Development Foundation in Sioux Falls, South Dakota is seeking a Director of Finance & Accounting. This position will input, produce and maintain the financial records of the Foundation, accounts payable, accounts receivable, as well as issue payroll and manage benefits. When you take on this key role, you will also assist senior management with financial forecasts and analysis associated with the Foundation's land development initiatives. This position requires a four-year degree in business or accounting with two or more years' experience.

**Position Summary:** This employee is responsible for managing the financial and accounting functions of the Foundation. This includes ensuring a smooth flow of financial reports, timely payment of bills, and payroll services.

**Major Duties and Responsibilities:**

- A. Maintain financial records of the Foundation. Prepare and file tax returns and reports as required. Regularly brief President and Officers on financial status of the Foundation.
- B. Issue payroll and manage insurance, the organization's 401k, and other benefits.
- C. Enter expenses and forecasted expenses into the Foundation's Development Finance Model.
- D. Coordinate and manage development of the annual budget.
- E. Perform financial analysis as required to assist the President, Vice President of Economic Development, and Vice President of Workforce Development with the Foundation's various projects and developments.
- F. Assist other staff members with projects if possible.
- G. Perform other duties which are necessary and appropriate to accomplish the goals of the Foundation.
- H. Foster an environment of teamwork in order to effectively coordinate and communicate with SFDF staff and volunteers; community leaders, elected officials, and our economic development allies.

**Controls Over the Position:** The position is directly accountable to the President. This position is exempt from the overtime provisions of the Fair Labor Standards Act.

**Qualifications:**

- A. The Director of Finance & Accounting must be a college graduate and have a four-year degree in business or accounting with two years or more experience.
- B. The incumbent must be computer literate and have a good working knowledge of Microsoft WORD, EXCEL and ACCESS software. Knowledge and experience with Great Plains accounting software or equivalent is preferred.
- C. Proficiency in double-entry accounting methods is required.
- D. The incumbent should have the ability to work with the volunteer leadership of SFDF.
- E. The incumbent should possess the ability to communicate clearly and concisely in written and verbal form.
- F. The incumbent must be well organized and attentive to detail.

**Approvals:**

President, SFDF \_\_\_\_\_

Dated \_\_\_\_\_