



Job Posting

Date Posted: 9/20/2021
Position Title: Finance Director
Classification: Full-Time / Exempt
Location: Bloomington

The Finance Director is responsible for the agency's overall functions in finance, accounting and IT. This position assures operational compliance with generally accepted accounting principles and all regulations applicable to the agency. Success is a result of innovation and creativeness, flexibility, and a willingness to apply learned practices, sound management principles and experiences effectively.

Job Duties and Responsibilities:

- Establish, review, interpret, communicate, and implement the necessary internal control practices and procedures to insure proper fiscal management of the organization.
- With Executive Director, coordinate budget preparation and implementation of budget after board approval.
- Ensure timely preparation and in-depth analysis of financial reports required by management, governance, funding, and federal and state agencies.
- Provide support to the Board's Finance and Executive committees. Serve as the staff advisor to other board committees as needed.
- Safeguard Progress Valley's assets: physical, property, plant, equipment, investments, and information to maintain financial and program stability.
- Review insurance matters, contracts and hold harmless agreements and prepare insurance renewal information.
- Oversee IT services, security, software and equipment. Coordinate with PV staff and external vendors when needed.
- Coordinate and supervise all payroll functions.
- Recruit, hire, supervise and direct accounting personnel including staffing, training, motivating, performance appraisals, and developing goals, systems and procedures to ensure achievement of goals. Plans and implements in-service training programs and staff development in coordination with the Executive Director.

Education/Experience Requirements:

- BA in accounting or equivalent.
- Minimum of five (5) years progressive experience in accounting/finance and minimum of three (3) years in accounting/finance supervisory experience.
- Strong leadership skills and/or leadership aptitude
- Computer skills needed. Must have Microsoft Excel and Word skills; prefer Peachtree/Sage skills (or similar general ledger software).
- Free of any substance use problems and have not been in a substance use disorder treatment program for the past two years
- Must pass a DHS background check

Knowledge/Skills/Abilities:

- Strong clinical knowledge and skill, including identification and implementation of best practices.
- Demonstrated administrative and leadership skills.
- Flexibility and effective time management with the ability to handle multiple tasks.
- Possess self-confidence and the ability to exercise individual discretion and judgment.
- Strong understanding of state and federal regulations and relevant ethical codes.
- Excellent oral and written communication, interpersonal, and internal/external customer service skills.
- Ability to work well with a diverse employee base and relate to people from diverse backgrounds.

This is a full-time position with an excellent benefits package that includes generous vacation and sick leave, medical, dental, and vision coverage, and a 401k plan with company match.

To apply: Please send letter of interest and resume to pvemployment@progressvalley.org

Progress Valley, Inc. is an Equal Opportunity Employer