



Iowa Center for Economic Success

Position Description

Title: Director of Finance and Administration
Reports To: President & CEO
FLSA Status: Exempt or Contract

Summary: The Director of Finance and Administration serves as The Iowa Center's finance and administration leader, consistently achieving sound financial practices, internal controls, and reporting. This position has the opportunity to be contract or full-time based on the candidate.

Essential Duties: Essential job duties for this position include the following items. Other duties must be performed as assigned or required.

- HR/Benefits administration: working closely as the point of contact with our contracted HR representative as well as our contracted financial benefit representatives
- Organization insurance administration: working closely as the point of contact with our contracted insurance representatives
- Large vendors/contract administration: working closely with all large vendors and contract negotiation and oversight.
- Federal and State contract/grant financial reporting: work closely with Direct Service Managers within The Iowa Center to create the financial reporting needed to submit to federal and state agencies.
- Annual Budget: work closely with President + CEO, Board of Directors Treasurer, and Executive Committee to create the annual budget.
- Monthly financial reports: create monthly financial reports for distribution to Board of Directors
- Accounts Payable/Receivable: manage all payables and receivables—ensuring timely delivery of both, communicating challenges with President + CEO.
- Financials for grant applications/funder reports: working closely with Advancement Team to create financial reporting and financial documents for grant submission.
- Microloan processing: Participating in the loan review process with Microloan staff and assisting in the approval and denial process. Processing the loan documents for all approved loans.
- Other duties as assigned

Qualifications: To perform this job successfully, the individual in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skills and ability required.

- Undergraduate degree in accounting or related field or equivalent combination of education and experience required
- Experience in monthly financial reporting
- Experience in grant financial reporting
- Must have a positive attitude, sense of humor, and the flexibility to adapt
- Proficient with QuickBooks Online, Microsoft Word, and Excel, experience in Salesforce a plus
- Strong writing and communication skills, attentive to details
- Must have proven interpersonal relationship skills to maintain effective working relationships with staff, volunteers, and clients

- Ability to work with minimal supervision
- Highly organized and capable of meeting deadlines
- Demonstrated decision-making and leadership skills
- Ability to grasp new ideas quickly

LANGUAGE SKILLS:

- Strong oral and written communication skills
- Ability to effectively present information in one-on-one and group discussions

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

**To apply send cover letter, salary requirements, and resume to:
Katie Hentges at KHentges@theiowacenter.org**