



The Iowa Center Position Description

Title: Director of Finance and Administration
Reports To: President + CEO
FLSA Status: Exempt

Summary: The Iowa Center seeks a full-time Director of Finance and Administration to join a dynamic leadership team driven by passion and commitment to its mission to empower small business ownership. The Director of Finance and Administration shapes and protects the long-term financial health and sustainability of The Iowa Center and The Iowa Center Loan Fund CDFI, and supports the organization's long-term, strategic growth. The Director of Finance and Administration leads development of the annual budget, manages compliance with grants, including state and federal grants and contracts, and processes disbursement of the small business loan portfolio. Responsibilities include general accounting, financial reporting, compliance, internal controls, oversight of the annual audit, budgeting, and risk management for The Iowa Center and The Loan Fund.

Essential Duties: Essential job duties for this position include the following items.

- Provide strategic financial guidance to President + CEO and the Board of Directors.
- Create annual budget in collaboration with President + CEO, leadership team and Board of Directors. Manage cash flow, conduct financial forecasting, manage banking relationships, and produce monthly financial reports for distribution to the Board of Directors.
- Ensure financial compliance with state and federal government grants. Collaborate with program directors to create financial reporting, manage grant financials, and monitor restricted funds.
- Develop program budgets, forecasts, and financials for grant submissions, and ensure compliance with financial reporting requirements for grant awards in collaboration with Advancement.
- Direct and manage annual implementation plan for small business lending portfolio in collaboration with the Credit + Lending team. Assess risk, participate in loan review process with Credit + Lending team, and advise on approvals and denials. Process loan disbursement for all approved loans.
- Manage all payables and receivables and ensure timely delivery of both, communicating challenges with President + CEO
- Manage tax filings, maintain preparedness for audits, and oversee annual audit with contracted provider
- Administer HR and benefits, serving as the point of contact with our contracted HR representative and contracted financial benefit representatives. Administer organization insurance as the point of contact with contracted insurance representatives. Negotiate and oversee contracts with all large vendors.
- 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 with non-profit grant financial reporting, and management of state and federal grants.
- Experience in non-profit budget development, monthly financial reporting, and financial forecasting.
- Highly organized with attention to detail, positive attitude, sense of humor, and flexibility to adapt. Strong writing and communication skills. Self-directed with an entrepreneurial attitude, willingness to learn, and ability to grasp new ideas quickly.
- Proficient with QuickBooks, Microsoft Word, and Excel. Experience with Salesforce a plus.

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

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

- Environmental – This position operates in a clerical office setting and routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- Noise – Noise is low to moderate, as is typical of an office environment.

To apply for this position please email Monserrat Saucedo (MSaucedo@theiowacenter.org) with your resume and a cover letter including your salary requirements.