

Finance Director

25 HOURS PER WEEK

The La Crosse Area Chamber of Commerce is seeking a finance professional to join our highly innovative team. This is a team that is helping grow businesses in our community by connecting them to each other, growing them through business-to-business marketing opportunities, education, and advocating on their behalf. We are a high-paced, non-profit uniting our approximately 680 local businesses at more 205 events a year of varying sizes and price points. These events touch our member investors more than 6,200 times.

The Finance Director is responsible for the primary day-to-day finances for our organization and our Foundation in addition to planning, implementing, managing and controlling all financial-related activities of the company. This will include direct responsibility for accounting, finance, forecasting, strategic planning, project costing, legal, property management, employee benefits, vendor analysis and negotiations, member relationships and partnership compliance and private and institutional financing.

Job Description

The Finance Director creates financial transactions, creates financial reports from that information, develops, monitors budgets for our programs and events, manages our employee benefits program. Most daily transactions occur in our accounts receivable are entered in our customer-relations management (CRM) software, or accounts payable is through an online portal, and all are imported into QuickBooks for analysis.

Book-keeping (70% of your time)

- Ensure that accounts payable are paid in a timely manner, maximizing discounts
- Ensure that accounts receivable are collected promptly
- Record cash receipts and make bank deposits
- Process payroll in a timely manner
- Ensure that required debt payments are made on a timely basis
- Issue invoices to customers
- Issue statements to customers
- Process new members and member cancellations in coordination with membership & marketing director. Assist in preparing reports, when requested.
- Manage our raffle license and state reporting
- Conduct a monthly reconciliation of every bank and credit card account
- Conduct periodic reconciliations of all accounts to ensure their accuracy
- Maintain the petty cash fund
- Provide information to the external accountant who creates the company's annual tax returns and annual compilation
- Maintain an orderly accounting filing system
- Maintain the chart of accounts
- Maintain the annual budget
- Tag and monitor fixed assets
- Comply with local, state, and federal government reporting requirements
- Assist with general office operation, telephone answering, service to visitors, mailings and overall office organization.

Director (30%)

- Maintain a documented system of accounting policies and procedures
- Manage outsourced functions



CONNECT.
GROW.
ADVOCATE.

- Manage our facility needs (leases, rent payments, vendors, etc.)
- Monitor debt levels and compliance with debt covenants
- Calculate and issue financial analysis of the financial statements every-other-month
- Calculate variances from the budget and report significant issues to management
- Manages and advises on our employee benefits
- Recommend benchmarks against which to measure the performance of company operations
- Calculate and issue financial and operating metrics
- Manage the production of the annual budget and forecasts
- Provide for a system of management cost reports
- Provide financial analyses as needed, in particular for capital investments, pricing decisions, and contract negotiations
- Provides leadership in the development for the continuous evaluation of short and long-term strategic financial objectives.
- Ensure credibility of our finances by providing timely and accurate analysis of budgets, financial trends and forecasts.
- Take hands-on lead position of developing, implementing, and maintaining a comprehensive project cost system.
- Evaluates and advises on the impact of long range planning, introduction of new programs/strategies and processes.
- Provide advice on the financial implications of business activities.
- Provide recommendations to strategically enhance financial performance and business opportunities.
- Ensure that effective internal controls are in place and ensure compliance with GAAP and applicable federal, state and local regulatory laws and rules for financial and tax reporting

Qualifications

- The Finance Director should have at least two years' experience in a company's accounting area, Candidates must have an Associate's degree in accounting, finance or business administration, or equivalent business experience, as well as hands-on experience in bookkeeping and strong knowledge of generally accepted accounting principles. Good knowledge of payroll requirements.
- Operate office equipment, including multi-line phone, copier, and computers.
- Working knowledge of the QuickBooks and Microsoft Office, especially Excel, is required.

Personal Attributes:

- Strong interpersonal skills, ability to communicate and manage well at all levels of the organization and with the team at remote locations essential
- Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses.
- High level of integrity and dependability with a strong sense of urgency and results-orientation.
- Embracing quality and productivity improvement as well as constant innovation