



POSITION ANNOUNCEMENT

TITLE: Director – Finance

Position Overview

This position is accountable for generating accurate and timely financial records for the organization and optimizing the organization's financial position in order to help advance the Organizational Mission and Big Three Key Objectives – Raise more resources, reach more athletes, improve the quality of events.

Primary Duties and Responsibilities

- Directly manages the integration between systems to identify and investigate errors timely and helps to develop sustainable solutions
- Works closely with technology department to troubleshoot, test and ensure correct transfer of data between all platforms, includes working with 3rd parties to resolve errors
- Review all month-end/year-end entries and accruals for accuracy and timeliness
- Works with the Finance team and all staff to ensure proper month end closing for corporate credit card
- Performs reconciliations of bank accounts, recommends resolution for discrepancies and problems
- Initiates transfers between cash institutions to ensure proper payments and cash availability
- Establishes, monitor and enforces best practices pertaining to the Finance Policy for the organization
- Responsible for all month end journal entry postings, adjustments and accruals
- Evaluate month end process is accurate and timely in accordance with departmental procedures, GAAP, FASB and IRS regulations (Evaluate efficiency semi-annually)
- Provides excellent customer service with team members, management, donors, vendors and external constituents in a timely, courteous and professional manner regarding financial inquiries
- Coordinates and prepares pertinent information for auditing firm, including assisting with tax payment and filings
- Leads in the creation and maintenance of Finance-related policies and procedures, facts and forms, and Finance Handbook updates – evaluates system integrations to enhance the efficiency of system processes
- Assists in the preparation of budgets and monitors ongoing status of assigned project codes
- Participates in development of department goals and objectives and communicate job-specific activities to better coordinate department activities
- Assist the field with grant reporting and financial requests
- Managing accuracy of financial reports for all departments and assist with analysis and forecasts
- Provides support on other projects as needed and assigned

Qualifications

- Bachelor's Degree in accounting, finance or related field
- Five + years' related experience including experience in accounts receivable and accounts payable
- Excellent computer skills including proficiency in Microsoft office products
- Strong organization and time management skills with exceptional attention to detail
- Duties require broad conceptual judgment, initiative and ability to deal with complex accounting issues
- Ability to learn functionality of databases and manage data across several platforms
- Excellent communication skills, both written and oral; must have good command of English language
- Strong interpersonal and customer service skills
- Ability to multi-task, work under pressure and meet deadlines

Special Olympics Illinois

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- Meets all team deadlines and responsibilities, listen to others and value opinions, help team to meet goals, welcome newcomers able to work collectively with the SOILL team
- Professional and resourceful style; must possess the ability to take initiative and manage multiple tasks and projects

Work Schedule

- Based out of Headquarters Office in Normal, IL
- Reports to Senior Director - Finance
- Monday through Friday with occasional evenings and weekends as position demands
- 1-2 event attendance is required annually
- Position is security-sensitive and requires the signature of a Confidential Information and Nondisclosure Agreement
- Independent in-state travel occasionally required, including some overnight and weekend travel as an essential function of position
- Physical mobility required: must be able to climb stairs, assist in setup and breakdown at events, stand or sit for long periods of time, and load and unload vehicles
- Medium work required, which involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds; requires a good deal of walking, standing, and/or sitting with some pushing and pulling of arm or leg controls; includes sedentary work
- Close visual acuity required to perform activities such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines; operating motor vehicles
- Valid driver's license and proof of insurance is required
- Offers of employment are contingent upon clear results of a background check

To Apply

- To apply for this position, please send a copy of your resume with a cover letter to Chris Steffen at csteffen@soill.org

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