



## **POSITION ANNOUNCEMENT**

**TITLE: Senior Director – Finance**

### **Position Overview**

This position is responsible for providing the leadership, direct oversight, management and vision necessary to ensure that the Finance Team has the proper operational controls and reporting procedures in place to assist Special Olympics Illinois in achieving the Organizational Mission and Big Three Key Objectives: Raise more resources, reach more athletes and improve the quality of events. This position is responsible for managing financial oversight over the entire organization.

### **Primary Duties and Responsibilities**

- Identifies, develops, supervises and mentors staff, interns and volunteers, including but not limited to: making recommendations to the Chief Financial Officer regarding personnel career paths; establishing and approving goals, objectives and priorities for each direct and indirect report; conducting ongoing and annual evaluations of direct reports to hold team members accountable and overseeing process for indirect reports; and identifying ongoing professional development needs and opportunities for department personnel
- Provides Financial leadership for Special Olympics Illinois – including oversight of developing measurable standard KPI's
- Responsible for the oversight of the accuracy of integrated platforms – internal and external databases and accounting software, including establishing processes company wide
- Develops and manages Budget for Organization including driving improvements in the budgeting process and educating department managers on financial issues impacting their budgets
- Provides leadership to ensure progress toward all organization and department goals, including long-term planning
- Manages and supervises finance team providing leadership in developing reports and custom requests for users and assist with application and user support
- Manages the financial data monthly to ensure accurate analysis and financial reporting for staff, board and Leadership team
- Enhances and/or develops, implement and enforce financial policies and procedures that will improve the overall organizational operation and effectiveness so that organizational policies and procedures are adhered to and standards of excellence are maintained,
- Ensures continual improvement of the timeliness and accuracy of the organization's cash flow and A/P process
- Oversees the end of month and end of year closing. Insuring compliance with GAAP, FASB and IRS regulations.
- Reviews and evaluates internal controls for Finance department and organization annually including advising on the impact of current financial strategies and controls
- Maintains relationship with financial institutions, platform subscriptions & Audit Firm to analyze use of services purchased annually
- Actively works with the Chief Financial Officer to monitor, drive and achieve departmental-specific, strategic goals to ensure progress toward the Big Three Key Objectives and to protect the financial integrity of the organization
- Manages all accounts for Illinois S.O. Foundation, including entries, reconciliations, quarterly reporting and board reporting for the entity.

### **Qualifications**

- Master's degree with 3+ years' direct experience in a financial leadership capacity; or, Bachelor's degree

### **Special Olympics Illinois**

605 E. Willow St., Normal, IL 61761

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[www.soill.org](http://www.soill.org)

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- with 5+ years' experience
- Supervisory Experience Required
- Nonprofit organization and financial experience preferred
- Certified Public Accountant preferred
- Excellent computer skills including proficiency with Microsoft Office Products
- Duties require broad conceptual judgment, initiative and ability to deal with complex accounting, finance and database issues and provide innovative solutions
- Meet all team deadlines and responsibilities, listen to others and value opinions, help team to meet goals, welcome newcomers and able to work collectively with the SOILL team
- Strong organizational and time management skills with exceptional attention to detail
- Excellent business communication skills, both written and oral; must have good command of English language, bilingual preferred, not required
- Must have strong interpersonal and customer service skills
- Ability to multi-task, work under pressure and meet deadlines
- Ability to work independently without close oversight, but also a team player who productively engages with others at varying levels of seniority within Special Olympics Illinois and in the community
- High energy and passion for Special Olympics mission
- Strong organizational and time management skills with exceptional attention to detail
- Ability to articulate and implement the Strategic Plan
- Professional and resourceful style; must possess the ability to take initiative and manage multiple tasks and projects at a time

### Work Schedule

- Based out of Headquarters Office in Normal, IL
- Reports to CFO
- Monday through Friday with occasional evenings and weekends as position demands
- Independent in-state travel required, including some overnight and weekend travel as an essential function of position
- 1-2 event attendance is required annually to become familiar with SOILL events and infrastructure
- Position is security-sensitive and requires the signature of a Confidential Information and Nondisclosure Agreement
- 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 and light 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 your resume with a cover letter to Cindy Villafuerte at [cvillafuerte@soill.org](mailto:cvillafuerte@soill.org)

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