



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 accordance with generally accepted accounting principles for the purpose of achieving the Organizational Mission and Big Three Key Objectives. This position is responsible for managing financial oversight over the entire organization. Other responsibilities include: evaluating and advising on the impact of current financial strategies and controls, long-range planning, introduction of new programs/strategies and regulatory interaction; managing the financial database and applications; delivering effective feedback in order to improve the performance of direct reports and hold team members accountable.

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 and overseeing process for indirect reports; and identifying ongoing professional development needs and opportunities for department personnel
- Provides Financial leadership for Special Olympics Illinois
- 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
- Manages and supervises assigned staff and their reports so that organizational policies and procedures are adhered to and standards of excellence are maintained
- 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
- Manages the finance team to provide leadership in developing reports and custom requests for users and assist with application and user support
- Ensures continual improvement of the timeliness and accuracy of the organization's cash flow and A/P process
- Manages 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
- Maintains relationship with financial institutions & 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 5+ years' direct experience in a financial leadership capacity; or, Bachelor's degree with 8+ years' experience
- Supervisory Experience Required
- Nonprofit organization and financial experience preferred
- Certified Public Accountant preferred

Special Olympics Illinois

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www.soill.org

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- 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

Special Olympics Illinois is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, criminal conviction, and all other protected classes under federal or state laws.