



Director of Finance Job Description

Summary

The Director of Finance is responsible for the company's long-term financial health and growth. The role is responsible for establishing strategies to increase profits, oversee accounting operations, produce accurate reports on where money is going in the business, such as profit and loss reports and suggest changes to current practices to increase efficiency.

The Director of Finance will also be responsible for effectively communicating to employee's their insurance offerings, documenting and tracking injury reports. As well as managing outside vendor relationships with insurance brokers, company CPA, etc.

Responsibilities

Maintain company accrual based accounting system

Manage company benefit offerings; 401 K, Health Insurance policy. Manage Payroll

Drive the financial planning of the company by analyzing its performance and risks.

Maintain constant awareness of the company's financial position and act to prevent problems.

Set targets and tasks and supervise all accounting and finance personnel.

Prepare timely and detailed reports on financial performance on a monthly, quarterly, and annual basis including Financial Statements.

Create usable budgets for the business, including evaluating the needs of each department in the long term.

Conduct analysis to make forecasts and report to upper management.

Ensure adherence to financial laws and guidelines including maintaining regulatory compliance for all states (Licenses and filings)

Analyze trends to reduce financial risks associated with making investment or spending decisions.

Manage business insurance (worker's comp, auto and commercial umbrella)

Prepare monthly multi-state tax returns and prepare and submit annual tax return

Qualifications

Knowledge and Experience using Quickbooks.

Bachelor's Degree in Accounting, finance or relevant field.

CPA or other relevant qualification is a plus.