

Position ProfileTitle: **Director, Finance and Administration**

Incumbent:

Reports to: **President**

Approved by: _____ President

Incumbent Sign-off

Grade:

_____ Human Resources

Date assigned: MM/DD/YYYY

Revision Date:

I. OBJECTIVE:

Provide effective senior level leadership to XYZ accounting and financial programs and practices. Manage the purchasing, clerical support, MIS and customer service/accounts receivable functions in support of XYZ business goals and objectives. Insure department outcomes exceed median performance standards when compared to PAR and other benchmark sources.

II. RESPONSIBILITIES:

The essential functions of the position include but are not limited to the following:

A. Accounting/Finance

1. Develop, implement, monitor, and modify, as required, XYZ standard accounting policies and procedures.
2. In a timely manner, manage the preparation of detailed financial statements which monitor and report financial operating results. Review with President on a regular basis and modify reports as required.
3. Coordinate with department managers the development of an overall company budget. Monitor and provide budget reporting at regular time intervals – monthly, quarterly, etc.
4. Provide overall supervision to the accounts receivable and payables functions. Insure the timely and accurate receipt or disbursement of payments.
5. Maintain accurate accounting records for all fixed assets including buildings, furniture, equipment and vehicles.
6. Maintain current regulatory knowledge and implement necessary actions to insure compliance with accounting, IRS, etc. requirements.
7. Develop and implement cash management programs including the investment of excess cash and reserve funds; monitor and report results.
8. Establish and maintain line of credit procedures; authorize withdrawal of funds or payment of interest due. Serve as primary interface with outside institutions on loan and financial planning issues.
9. Sign all accounts payable checks under \$2,500. Oversee the automated check signing process.
10. Coordinate with department managers the development of all procedures pertaining to activity based costing programs.
11. Provide assistance to CPA firm and banking representatives as needed.
12. Manage and coordinate all tax liability payment reporting and recordkeeping requirements.
13. Administer company-leasing programs for vehicles and equipment and maintain necessary recordkeeping.

B. MIS

1. Responsible for all computer operations of XYZ including systems management, information reporting and overseeing the storage of back-up records including monthly/yearly closes.
2. Research MIS projects which will improve company performance. Provide recommendations, including software programs, which enhance MIS capabilities.
3. Insure the security of company records and access by only authorized personnel.
4. Provide necessary user training on all new systems or programs.
5. In conjunction with Director of Operations, develop, implement and monitor bar coding procedures for cylinder and hard good products.

C. Customer Service/Accounts Receivable

1. Develop, implement and monitor customer service personnel, procedures, policies and activities.
2. Oversee customer order entry and billing functions.

D. Purchasing and Administration

1. Manage purchasing staff, policies and programs which insure the timely and cost effective purchase of equipment, raw materials and office supplies.
2. Oversee all outside contracted services, such as cleaning, food vending, etc.
3. Interface with carriers and manage company liability insurance programs including buildings, property and vehicles.
4. Manage clerical support functions including mail pick-up and distribution, telephone system and applicable office filing and report generating duties.

E. Department Management

1. Insure proper staffing of department functions. Following hiring approval, complete necessary recruiting, interviewing and selection of new employees.
2. Provide employee coaching, counseling and evaluation of job performance. Implement necessary disciplinary action and maintain supporting documentation.
3. Coordinate necessary employee training and on-the-job development activities.
4. Create and monitor department budget. In conjunction with President, establish annual work plan including department goals and objectives.

III. REPORTS PREPARED:

- a. Monthly, or as required, financial statements and reports.
- b. Customer Complaint Report.
- c. Cylinder Asset Management and other operations related reports.

IV. INTERFACE:

Internal: Must effectively interface at all levels within the organization.

External: Must maintain positive interface with CPA firm, insurance carrier representatives, banks, contracted services vendors, company attorney, Post Office and various government agencies. Maintain proper membership and affiliation with professional and community organizations.

V. QUALIFICATIONS:

Education: B.S. or B.A degree in accounting or finance required; MBA preferred.

Experience: Minimum 8 years of progressively responsible accounting and finance background. 5 years management experience preferably of diverse business functions.

SPECIAL REQUIREMENTS:

1. In-depth computer background with knowledge of various accounting and business programs.
2. Ability to gather, analyze, and interpret fiscal data; be able to project, estimate, and forecast fiscal trends.
3. Effective management capabilities; able to plan, organize and prioritize work schedules and job responsibilities.
4. Effective verbal and written communications skills with internal and outside parties.
5. As required, capable of completing a work schedule which may be before or beyond regular office hours.
6. Possess a current driver's license and be capable of necessary travel to branch locations, seminars, banks, vendors, etc.
7. Occasionally must be able to lift or move small office machines, boxes, reports, supplies, etc. weighing up to 20 pounds.

VI. EQUIPMENT UTILIZED:

- a. personal computer.
- b. usual office equipment including fax, copier and calculator.
- c. utilize company car as required.

VII. POSITION DIMENSIONS:

- a. Number of employees supervised:
 - directly: 2
 - indirectly: 5
- b. Administer annual company budget of approximately \$3 million.

Note: XYZ retains the discretion to add to or change the duties of the position at any time.