

Director of Finance

At Outlook Collaborative, you'll find cutting-edge technologies which enable blind individuals to fulfill an array of job opportunities. You'll find them all in an environment that embraces diversity in people and opinions, and celebrates successes. If this sounds like a company where you can make a difference and would thrive, we would like to hear from you.

SUMMARY OF POSITION

The Director of Finance reports directly to the CEO in the development of, and in the implementation of strategies supporting the vision of Outlook Collaborative and oversees all company financial activities. This director implements financial policies and procedures providing financial security to the organization. The director is responsible for the oversight and overall integrity of the Information Technology Department and is a member of the senior leadership team.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. (Other duties may be assigned).

1. Responsible for the financial processes including accounting, and information technology.
2. Supports the development and implementation of the financial strategies to meet the organization's strategic goals.
3. Approve and coordinate changes and improvements in automated financial and management information systems for the company.
4. Represent the company to financial partners, including financial institutions, foundation executives, auditors, public officials, etc.
5. Establishes and maintains appropriate internal control safeguards.
6. Interact with business leaders to provide consultative support to planning initiatives through financial and management information analyses, reports and recommendations.
7. Develops and directs the implementation of strategic business and/or operational plans, projects, programs, and systems as directed by the Chief Executive Officer.
8. Coordinates and lead the annual audit process, communicates with external auditors and the finance committee of the board of directors, assessing any changes necessary.
9. Ensures compliance with all relevant state and federal laws and regulations related to the operations of the organization.
10. Prepares financial statements, financial reports, special analyses, and information reports.
11. Develop, implement, and maintain finance, accounting, billing, and auditing procedures.
12. Establishes and maintains appropriate internal control safeguards.
13. Analyzes cash flow, cost controls, and expenses and report concern to the Chief Executive Officer.

GENERAL EXPECTATIONS

1. Fully devoted to the mission of the Company "to positively impact everyone who is blind or visionally impaired". Any business activities outside of the Company shall not have a negative impact on the fulfillment of the responsibilities at the Company.
2. Active in the community
3. Active in industry organizations

MINIMUM QUALIFICATIONS

1. Bachelor's degree in business with a concentration in accounting
2. 7 - 10 plus years of accounting experience
3. Knowledge of federal and state financial related regulations.
4. Proficient with Microsoft Excel including the use of pivot tables, formulas / functions.