



## Summary

Job Title  
Financial Director

Department  
Admin

The **Financial Director** position is responsible for overseeing the financial activities of the corporation, directing the preparation of current financial reports and summaries, and creating forecasts predicting future growth.

The position requires attention to detail, as well as the ability to work independently and with others. The Financial Director will take initiative, exercise sound decision-making, and support senior leadership with the culture, growth, and continuous improvement of the organization.

### Responsibilities & Authorities:

- Completes and maintains all required paperwork, records, and documentation.
- Completes financial reporting to include profit & loss, balance sheet and cash flow reporting and analysis.
- Interprets financial statements and monthly operating reports and informs management of developing trends.
- Maintains the confidentiality of sensitive company and customer information.
- Assists leadership in the preparation of budgets and forecasts, and prepares necessary supporting documentation and justification.
- Coordinates and monitors all activities associated with maintaining the general ledger, including the monthly close process and review of all journal entries.
- Completes monthly performance metric reporting.
- Manages areas of client and vendor contracts, reconciliations, billings, and documentation filing.
- Assists tax firm with schedules and projection of corporate tax liability.
- Assists in property, casualty, workers' compensation, and related coverage and insurance requirements.
- Performs additional duties as assigned.

---

## Key Responsibilities

### RESULTS

#### Safety & Organization

36%

- Follows and complies with all safety and company work rules and regulations, including Drug and Alcohol Testing Policies.
- Maintains safe work habits and adheres to correct use of proper personal protective equipment.
- Safety training has been completed in accordance with company requirement.
- Maintains an awareness of safety sensitive work and surroundings. Responsible to identify potential and actual hazards and mitigate damage to persons and property.
- Responsible to maintain detailed descriptions in Harvest software and appropriately track times.
- Adheres to attendance requirements and time-off request notices.

<b>Quality</b>	<b>34%</b>
<ul style="list-style-type: none"> <li>• Works efficiently and independently with minimal supervision within defined quality standards to ensure timely completion of projects.</li> <li>• Effectively and proficiently adapts to changing tasks and project requirements.</li> <li>• Identifies and suggests ways for the company to improve the efficiency and quality of production to the shop's system and process to support the company's growth.</li> <li>• Supports continuous improvements and efforts to make positive changes in the organization. Effectively participates in the implementation of these efforts.</li> <li>• Ensures efficient level of cash flow standards, including timely invoicing, collection follow-up, PO processes, etc.</li> <li>• Delivers a PO process that follows approved company standards.</li> <li>• Ensures timely sales tax reporting and payment processes.</li> </ul>	

<b>Technical &amp; Systems Knowledge</b>	<b>30%</b>
<ul style="list-style-type: none"> <li>• Effectively and proficiently uses computer-based and online software and systems daily.</li> <li>• Seeks out and uses technical resources in the appropriate format.</li> <li>• Effectively and proficiently uses Quickbooks to perform relevant data entry and generate reports.</li> <li>• Effectively and proficiently uses Microsoft Excel.</li> </ul>	

<b>Total</b>	<b>100%</b>
<b>CORE VALUES</b>	

---

<b>Teamwork</b>	<b>20%</b>
<ul style="list-style-type: none"> <li>• Places the importance of the team's common goals above their individual achievement</li> <li>• Contributes to an environment of free flowing communication that helps us collaborate</li> <li>• Works well with others and supports the people on their team</li> </ul>	

<b>Integrity</b>	<b>20%</b>
<ul style="list-style-type: none"> <li>• Does the right thing, even when no one is looking</li> <li>• Honors commitments and accepts responsibility for their actions</li> <li>• Demonstrates personal accountability to co-workers by fulfilling their role on the team</li> </ul>	

<b>Excitement</b>	<b>20%</b>
<ul style="list-style-type: none"> <li>• Displays energy, passion, and enthusiasm for their work</li> <li>• Shows a strong desire to learn new things and improve their professional skill set</li> <li>• Seeks out and uses new technology or ideas to improve the effectiveness of their work</li> </ul>	

<b>Stewardship</b>	<b>20%</b>
<ul style="list-style-type: none"> <li>• Embraces a responsibility to preserve history, honor veterans, and serve our community</li> <li>• Completes work in a responsive manner to ensure our customers receive reliable and dependable services</li> <li>• Focuses on customer-oriented actions that will build strong, long-term relationships</li> </ul>	

<b>Quality</b>	<b>20%</b>
<ul style="list-style-type: none"> <li>• Does their part to maintain world class craftsmanship and service for our customers</li> <li>• Does not cut corners or take shortcuts; completes the job right the first time</li> <li>• Takes pride in their work and holds themselves to a very high standard of performance</li> </ul>	

<b>Total</b>	<b>100%</b>
--------------	-------------

---

## Requirements

### Qualifications:

- Be able to read, write, and speak English clearly.

- Has excellent analytical, organizational, and problem-solving skills.
- Bachelor's degree in accounting, finance, or equivalent.
- Proficient with Quickbooks accounting software or equivalent.
- Has strong mastery of Microsoft Excel.
- A minimum of 5-7 years accounting experience .
- CPA preferred.
- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift and pull objects weighing up to 30 pounds at a time.