POSITION: Finance Director

Salary: $90,000 - $116,000 annually, commensurate with qualifications & experience.

LOCATION: Sheboygan

GENERAL RESPONSIBILITIES: The Finance Director is responsible for overseeing the agency's financial operations, including budgeting, financial reporting, compliance, audits, and government contract management, to ensure the financial health and sustainability of the organization.

As a key business partner to agency leadership and program managers, the Finance Director provides organizational financial leadership, supports strategic decision-making, ensures compliance with funding source requirements, and maintains strong internal financial controls.

The Finance Director oversees agency-wide financial operations and works collaboratively with agency leadership and program managers to support organizational goals, ensure fiscal accountability, and maintain the financial health and long-term sustainability of the organization.

ESSENTIALRESPONSIBILITIES:

- Lead agency-wide budgeting, forecasting, and financial planning activities.
- Manage the general ledger, financial reporting, and monthly financial close processes.
- Prepare accurate monthly, quarterly, and annual financial statements and reports.
- Monitor and manage program and contract budgets, including funding source compliance.
- Coordinate annual financial audits and Single Audits.
- Oversee cost allocation methodologies and financial reporting systems.
- Ensure timely completion of tax filings and regulatory reporting.
- Monitor cash flow, debt obligations, investments, and retirement plan administration.

- Supervise finance department functions and support continuous process improvement.
- Collaborate with leadership, program managers, Finance Committee, and Board of Directors to support organizational goals.

QUALIFICATIONS:

REQUIRED:

- Bachelor's degree in Finance, Accounting, Business Administration, or a related field.
- Five or more years of progressive finance and accounting experience.
- Experience in nonprofit, governmental, grant-funded, or contract-based accounting environments.
- Strong knowledge of budgeting, financial reporting, internal controls, and audits.
- Demonstrated leadership, supervisory, and communication skills.
- Ability to maintain confidentiality and manage multiple priorities.
- Proficiency with Sage or similar accounting software.
- Valid Wisconsin driver's license, reliable transportation, and proof of automobile insurance.
- Ability to successfully pass a pre-employment background check and drug screen.

PREFERRED:

- Master's degree in Finance, Accounting, Business Administration, or a related field.
- CPA or equivalent professional certification.
- Experience with federal and state grant compliance and Single Audits.