

SSMMA EMPLOYMENT OPPORTUNITY

Finance Director Position

The South Suburban Mayors and Managers Association (SSMMA) is a regional municipal association, or Council of Government (COG), providing technical assistance and joint services to 45 municipalities representing a population of nearly 750,000 in southern Cook and eastern Will Counties. SSMMA is a nonprofit organization whose members work cooperatively on transportation and infrastructure, legislation, land use, economic and community development, stormwater and open space planning, public safety, and housing issues. See www.ssmma.org for more information.

SSMMA is seeking a Finance Director to support the strategic goals of the organization. Reporting to SSMMA's Executive Director, the selected candidate will serve as the Chief Finance Officer for the organization and must possess the ability to effectively lead and coordinate the financial activities of SSMMA and have experience working with multi-disciplinary teams. This is a tremendous opportunity for a finance professional to maximize and strengthen the internal capacity of a well-respected organization.

Job Description:

The Finance Director will manage the organization's financial operations, including oversight of accounts payable and receivable, budgeting, production of financial statements and reports, annual audits, monitoring expenditures according to budget allocations/appropriations, financial reporting for state, federal, and philanthropic grants, and advisement of the Executive Director on financial decisions.

The Finance Director is expected to prepare and monitor the operating and capital budgets of the organization and serve as an integral member assisting with the creation of financial reports and developing financial planning tools and strategies for long-term financial planning initiatives. Qualified candidates must understand SSMMA's mission and nonprofit operations, and should have excellent communication, analytical, and financial skills.

Responsibilities:

- Direct the day-to-day accounting operations including oversight of accounts payable and receivable, payroll processing, and maintenance of the general ledger;
- Prepare, analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements to SSMMA Board/Committees;
- Lead the annual budgeting and planning process in conjunction with the Executive Director; administer and review all financial plans and budgets; monitor progress and changes and produce monthly budget versus actual reports;
- Manage organizational cash flow and forecasting;

- Conduct analyses of and recommend discretionary funding priorities;
- Oversee audit and tax functions, coordinate activities with outside audit/accounting firms and review firms' performance;
- Develop appropriate investment strategies and oversee their implementation;
- Produce financial reports for County, State, Federal, foundation and other funder grants; maintain shared grant reporting calendar due dates and submissions, including all required financial deliverables as stated per grant awards and contracts;
- Update and implement all necessary business policies and accounting practices;
- Remain up-to-date on best practices in 501(c)3 nonprofit finance, business systems and internal control measures, and state and federal law regarding nonprofit operations;
- Responsible for monitoring and maintaining internal controls; and
- Performs other duties as assigned.

Qualifications:

- Bachelor's degree in finance, accounting, or related field required; Master's degree preferred;
- 3+ years relevant work experience as a senior accountant or equivalent;
- Experience in 501(c)3 nonprofit accounting would be ideal but not required;
- Thorough knowledge of accounting practices, GAAP, audits, and other regulatory requirements in the financial field;
- Proficient computer skills, including Microsoft Office, with advanced proficiency in Microsoft Excel and QuickBooks;
- Ability to work independently in a professional environment with a very diverse staff and membership;
- Personal qualities of integrity, credibility, and dedication to the mission of SSMMA;
- Excellent organizational and interpersonal skills; and
- Ability to express complex ideas orally and in writing.

Compensation:

Salary range for full-time employment is \$70,000 - \$80,000 with full benefits package, commensurate with qualifications and experience; full-time preferred. Final candidates will be required to provide references and official proof of college degree. Candidate must be able to successfully pass a background check and credit assessment.

Application Process:

Interested candidates should e-mail cover letter, resume and salary expectations to Melissa Doud at melissa.doud@ssmma.org. Position open until filled. SSMMA is an Equal Opportunity Employer.