

Imaginasium

Job Description

Title: Director of Finance and Administration
FLSA Status: Exempt
Reports To: President
Date: October 2008

Position Summary:

Designs and maintains effective accounting, business planning, human resources, information technology and corporate administration systems that support the business growth and profitability. Hands-on position that includes transactional processing as well as high-level financial management. Active member of senior management team.

Principle Responsibilities and Essential Functions of the Position:

1. Establishes and maintains the Company's high level performance dashboard and coordinates the efforts of leadership and key managers to break down and achieve performance measures. Ensures that all key managers understand, are committed to and have the tools and feedback mechanisms they need to achieve their key performance indicator goals. Identifies and drives opportunities to improve Company performance.
2. Leads business planning activities and maintains financial planning and reporting systems to ensure financial strength of the Company. Ensures the integrity of financial and risk management systems and safeguarding of Company assets. Maintains strategic banking relationships.
3. Oversees support functions and staff including administration and human resources.
4. Manages cash flow.
5. Designs and maintains effective HR systems and benefit programs.
6. Prepares necessary journal entries for monthly account closing. Oversees accounting support staff.
7. Prepares monthly financial statements for management review.
8. Analyzes accounts and variances from budget and presents findings to management.
9. Maintains a variety of spreadsheets that provide supplemental information to operating management.
10. Analyses profitability on jobs being quoted, in-process and completed. Recommends process changes to improve profitability.
11. Maintains fixed asset ledger.
12. Interacts with external accountants to complete year-end reviews, tax returns etc.
13. Other duties as assigned.

Knowledge, Skills and Abilities Required:

1. High level of oral and written communication skills to effectively deal with internal and external customers.
2. Excellent organizational skills with attention to detail.
3. Demonstrated proficiency with Microsoft Office, accounting software and other business management software.
4. Ability to handle multiple projects and meet required deadlines of each.
5. Ability to analyze and solve problems.
6. Self starter with demonstrated initiative, self motivation and assertiveness.
7. Must perform duties in an independent manner with minimal direction and supervision.
8. Ability to maintain confidential employment and business information.
9. Ability to listen and assess situations, providing possible solutions and feedback for consideration.

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10. Team player, maintaining a positive customer focus, both internally and externally.
11. Analytical thinking skills coupled with the open mindedness to review and if needed, change the processes of the department to ensure the highest quality and efficiency standards are met.
12. Ability to quickly assess customer needs and market trends and translate those needs into viable products and services.

Supervisory Responsibility:

1. Must have prior supervisory experience.

Minimum Education and Experience Required:

1. Bachelor's degree in accounting.
2. CPA certificate.
3. 5-10 years of varied financial management and business administration experience.