



Director of Finance	
Department: Finance	Status: Full-time Exempt
Location: Elmhurst/Calumet Park	Reports to: CEO
Supervises: CEO	Last Reviewed Date:
HR Review and Approval Date:	Effective Date: 11/09/2023

Position Summary:

The Director of Finance is responsible for developing the organization’s overall financial policies. Providing strategic direction of all financial operations including accounting, budget, credit, insurance, tax, and treasury. Being a Director of Finance ensures that appropriate financial management is in place and that financial dealings sustain the overall business approach while working with appropriate laws and restrictions. The Director of Finance may need the Certified Public Accountant (CPA) credential. Accountable for the financial strategy for the whole organization. Represents corporate vision and strategy and shows company leadership and focus. Manages multiple high-impact endeavors to accomplish general corporate goals.

Essential Duties and Responsibilities include the following but are not limited to:

General Duties

- Direct or coordinate an organization's financial or budget activities to fund operations, maximize investments, or increase efficiency.
- Consult with board members, organization officials, or staff to discuss issues, coordinate activities, or resolve problems.
- Prepare budgets for approval, including those for funding or implementation of programs.
- Direct, plan, or execute policies, goals, or actions of organizations or businesses to ensure continuing operations, maximize returns on investments, or increase productivity.
- Prepare or present reports concerning activities, expenses, budgets, government statutes or rulings, or other items affecting businesses or program services.



Financial Analysis

- Demonstrate ability to analyze financial data, identify key insights, and provide strategic recommendations.
- Proficiency in conducting financial statement analysis, variance analysis, and ratio analysis.
- Knowledge of financial performance metrics and the ability to effectively interpret and communicate financial results.

Analytical skills

- Strong quantitative and analytical skills with the ability to interpret and synthesize financial data to drive strategic decision-making.
- Experience in financial analysis, scenario modeling, and risk assessment to optimize financial performance.
- Proficiency in using financial software and advanced Excel functions to extract insights from data.

Finance and accounting

- Oversee the finance and accounting department, including financial operations, financial reporting, budgeting, and forecasting.
- Collaborate with the finance team to ensure accurate financial records, compliance with regulations, and timely financial reporting.

Sales and business development

- Work closely with the sales and business development teams to provide financial analysis and insights on pricing strategies, customer acquisition costs, and revenue growth opportunities.
- Evaluate the financial viability of new business initiatives, partnerships, and customer contracts.

Operations and supply chain

- Collaborate with the operations and supply chain teams to optimize cost management, inventory control, and vendor relationships.
- Provide financial analysis and insights on operational efficiencies, supply chain optimization, and cost-saving initiatives.

Leadership

- Effective communication skills, including clear articulation of complex financial information, persuasive presentation, and active engagement with stakeholders.



- Relationship building with board members and executives, facilitation of collaboration and teamwork, development of networks and external partnerships.
- Ability to inspire and motivate teams, influence strategic decision-making, and effectively manage conflicts and foster consensus.

Adaptability

- Ability to thrive in a fast-paced and rapidly changing business environment.
- Proven track record of adapting quickly to new technologies, processes, and industry trends.
- Comfortable with ambiguity and able to adjust strategies and priorities as needed.

Qualifications including Knowledge, Skills and Abilities:

- Making Decisions and Solving Problems – Analyzing information and evaluating results to choose the best solution and solve problems.
- Establishing and Maintaining Interpersonal Relationships – Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Communicating with Supervisors, Peers, or Subordinates – Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Guiding, Directing, and Motivating Subordinates – Providing guidance and direction to subordinates, including setting performance standards and monitoring performance.
- Coaching and Developing Others – Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.
- Technology – Excellent computer skills, including but not limited to; Microsoft Office Suite (specifically Excel and Outlook), Salesforce, QuickBooks

Education and Experience:

- Masters degree in accounting, business accounting, or finance.
- Five or more years of experience in executive leadership roles.
- Understanding of advanced accounting, regulatory issues, and tax planning
- Working knowledge of how to raise capital outside traditional lines of credit
- Professional certification (Certified Public Accountant)
- Previous work experience in the landscape and/or construction industry is preferred but not required.

Language Skills:

Bilingual Spanish preferred.



Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to use hands. Must be able to lift and carry up to 25lbs.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Disclaimer:

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this job description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

I acknowledge and understand that:

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements, and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.

Employee Name (print name): _____

Employee Signature: _____

Date: _____