

**Title: Director of Finance and Operations**

Please send cover letter and resume to: Nicole Crain, President; ncrain@iowaabi.org

Organization Overview

The Iowa Association of Business and Industry (ABI) has served as the state's unified voice for business since 1903. A statewide business trade association, ABI's mission is to nurture a favorable business, economic, governmental and social climate within the state of Iowa so our citizens can have the opportunity to enjoy the highest possible quality of life. In addition to ABI's mission and organizational structure as a 501(c)(6), ABI also has a 501(c)(3) Foundation. For more than 40 years, the ABI Foundation has worked to improve the lives of Iowans by developing and delivering programs for high school students, college students, and adult professionals. These programs are designed to enhance individual responsibility, develop an educated workforce, and foster active leadership on local and statewide levels.

Position Overview

ABI is seeking a Director of Finance and Operations to support the association's continued growth. Reporting to the President, the Director of Finance and Operations oversees the financial and administrative functions for ABI and the ABI Foundation. This role, in collaboration with the President, will be responsible for the financial direction of the organization with a focus on maximizing financial and operational resources across initiatives to support operational excellence and financial strength. We are seeking a detailed oriented team player who has a strong understanding of non-profit management.

Key Responsibilities**Finance**

- Oversee development of annual budgets in collaboration with the President.
- Produce monthly financial reports and forecasts. Develop financial slides for Finance Committee and Board meetings. Provide financial notes to the President and Treasurer.
- Coordinate execution of financial reviews or audits and ensure timely follow up to review or audit conclusions and recommendations in close collaboration with the President.
- Oversee development of finance policies and continually educate employees to ensure compliance.
- Manage all bank and investment firm relationships and required reporting.
- Benchmark financial performance of the organization with similar associations
- Review performance of investment accounts.
- Assist in fundraising efforts by aligning financial planning with grant and donor contributions.
- Undertake additional duties as necessary to uphold the financial health and sustainability of the organization.

Administration

- Collaborate with the senior team to develop and implement strategies that drive organizational growth and sustainability.



- Develop and execute appropriate operations management systems that reflect compliance with local laws, donor policies, organizational policies and standard operating procedures.
- Oversee vendor relationships and management contracts including, but not limited to, employee benefits, leased facilities, property and casualty insurance, rental agreements, etc.
- Ensure that all operational functions (contracts, human resources, IT, record keeping, facilities management, travel/logistics, compliance/legal and audit) provide effective, timely, cost-effective and high-quality support to all ABI programs.

Qualifications/Experience

- A bachelor's degree in accounting, finance, business administration or related field strongly preferred. Bachelor's degree in another discipline with financial experience in a non-profit will be considered.
- Five years' experience in accounting as a CPA or non-profit financial setting highly desired.
- Personal qualities of integrity, credibility, high ethics, and unwavering commitment to ABI's mission; a proactive, hands-on strategic thinker who will own the responsibility for finance, legal, and administration.
- Experience in day-to-day operations of financial management software, specifically QuickBooks Online, from invoicing customers to developing financial statements.
- Strong attention to detail with the ability to multi-task and maintain a high degree of tact and confidentiality.
- Solid experience coordinating audit activities and managing reporting, budget development and analysis, cash flow, and all aspects of the accounting cycle.
- Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior management, board or other outside partners.
- Ability and desire to translate complex financial concepts to individuals at all levels including finance and non-finance team members.
- Keen analytic, organization and problem-solving skills which allows for strategic data interpretation versus simple reporting.

Work Schedule and Location

This position is an in-office role located in Des Moines, Iowa. Regular work hours: Mon-Fri, 8:00 a.m. - 5:00 p.m. Extra hours may be required at times to complete projects or in preparation of larger events/programs, audit and tax filings, and fiscal year end.

Salary and Benefits

ABI offers a comprehensive benefits package for all full-time employees that includes health, dental, vision, disability, 401k and FSA. Salary is commensurate with experience.