

HamiltonAnderson

Director of Finance

FLSA Status: Full-time Regular Position, Overtime Exempt
Report to: Vice President
Work Schedule: Monday-Friday 8:00 AM – 5:00 PM, Flexible Hour Schedule or different schedule approved by President

Objective

Directs the financial operations of the HAA and its affiliates to include the preparation of interim and final financial statements with supporting schedules and financial analyses of operations for the guidance of management. The Director of Finance is responsible for the development and maintenance of the company's financial plans and policies, its accounting practices, positive relationships with lending institutions and the financial community, the maintenance of accounting systems, and the preparation of financial reports. The position involves supervision over general accounting, property accounting, internal auditing, cost accounting, and budgetary controls. AIR, interface with existing financial and project management software.

Director of Finance Responsibilities

- Develops, analyzes, and interprets statistical and accounting information to appraise operating results in terms of profitability, performance against budget, and other matters bearing on the fiscal soundness and operating effectiveness of the organization;
- Maintains the company's system of accounts and records of all company transactions and assets;
- Establishes major economic objectives and policies for the company and prepares reports that outline the company's financial position in the areas of income, expenses, and earnings based on past, present, and future operations;
- Coordinates and directs the preparation of the budget and financial forecasts, institutes and maintains other planning and control procedures (including the cost accounting system), and analyzes and reports variances;
- Responsible for tax planning and compliance with all federal, state, and local corporate, payroll, and other applicable taxes;
- Furnishes internal reports, revises and updates reports to be more useful and efficient, and produces external reports as necessary;
- Determines depreciation rates to apply to capitalized items and advises management on desirable operational adjustments due to tax revisions;
- Evaluates and recommends insurance coverage for protection against property losses and potential liabilities;
- Responsible for evaluating the performance of personnel in the Accounting Department; recommends training requirements, has the duty to keep the staff at the highest level of skill necessary to meet company needs and objectives, and may recommend that personnel be hired or removed from the Department;
- Review of payroll prior to final processing;
- Coordinates the yearly financial audit.

Leadership Responsibilities and Abilities

- Provide motivational support to enhance the commitment of the team for their assigned areas of responsibility;
- Recognize and encourage the behaviors that contribute to effective team work;

- Coach Accounting staff to achieve their professional development goals to enhance their capabilities;
- Build collaborative relationships by developing, maintaining and strengthening partnerships with others inside and outside HAA;
- Support innovation and organizational changes needed to improve HAA's effectiveness and profitability;
- Work tactfully and cooperatively with a diverse group of staff, clients, and vendors to establish and maintain cooperative and effective working relationships with others;
- Work independently with little direction and maintain confidentiality.

Business Development Responsibilities

- Keeps abreast of business, market and industry trends and information to identify business opportunities;
- Provides reports to marketing, conducts financial reviews of proposals, and serves as backup to open marketing numbers in the accounting system.

Knowledge, Skills, and Abilities

- Knowledge of the policies and procedures of an architecture and landscape architecture firm*;
- Knowledge of general accounting, budgeting, cost, and reporting principles, methods, techniques, and standards as applied within a corporate environment;
- Knowledge of federal and state financial regulations;
- Knowledge of computerized information systems used in financial and/or accounting applications;
- Knowledge of advanced cost and financial analysis principles and techniques;
- Ability to plan, organize, implement, evaluate, and modify financial programs, informational support systems and processes;
- Ability to develop and implement strategic business and operating plans;
- Ability to analyze and interpret financial data and prepare financial reports, statements and/or projections;
- Ability to develop and maintain record-keeping systems and procedures;
- Ability to work tactfully and cooperatively with a diverse group of staff, clients, and vendors to establish and maintain cooperative and effective working relationships with others;
- Ability to work independently with little direction and maintain confidentiality;
- Ability to communicate effectively both orally and in writing with confidence and professionalism;
- Demonstrated proficiency in intermediate features of all MS Office products;
- Knowledge of office practices, procedures and guidelines;
- Knowledge of general accounting, budgeting, cost and reporting principles, methods, techniques, and standards as applied within a corporate environment;
- Knowledge of federal and state regulations;
- Ability to analyze and interpret financial data and prepare financial reports, statements or other projections;
- Knowledge of the policies and procedures of an architecture/ landscape architecture firm*;
- Demonstrated proficiency in intermediate features of Word and Excel;
- Ability to work tactfully and cooperatively with a diverse group of staff, clients, and vendors and to establish and maintain cooperative and effective working relationships with others;
- Ability to communicate with confidence and professionalism;
- Ability to handle multiple responsibilities with flexibility;
- Ability to work independently with little direction and maintain confidentiality.

Education and Experience

Bachelor's degree in Accounting or a related area with accounting course work. Minimum of twelve years of professional experience after graduation or equivalent combination of education and experience. Licensed as a Certified Public Account or certified as a Certified Management Accountant.

*Learned on the job