

## EAST JOB DESCRIPTION

**JOB TITLE:** Senior Director of Accounting

**DEPARTMENT:** Accounting

**Summary:** The Senior Director of Accounting guides all aspects of financial management, including accounting, regulatory and financial reporting, budget and forecast preparation, as well as development of internal control policies and procedures. This position is also responsible for accurate and timely recording and reporting, and assessing the pricing and costing of EAST services.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Collaborates with the President/CEO and senior staff to develop internal control guidelines, policies and procedures for accounting, cash and credit management, and other activities.
- Establishes and maintains financial controls with the accounting department.
- Coordinates and directs procurement, forecasting, and financial planning.
- Prepares monthly and annual operating budgets. Works with staff responsible for the budgetary areas to better utilize and understand this data.
- Analyzes trends and prepares financial reports that help the Board of Directors, senior leadership and budget area leaders to better understand company financials.
- Ensures compliance with state and federal regulatory requirements and professional standards.
- Assists the Finance and Audit Committee Chair in scheduling meetings, reporting, and other activities.
- Reports financial activities to the Board of Directors through coordination with the Finance and Audit Committee.
- Assists the President/CEO and the Board of Directors in the development, review, revision, and modifications to the comprehensive strategic plan.
- Monitors organizational deadlines for fiscal reporting and coordinates with staff to ensure that they are met.
- Prepares and coordinates the annual external audit.
- Manages the cost allocation system and defines the various codes through which allocations are realized.
- Manages decisions related to EAST asset insurance, acquisition and disposals.
- Manages EAST bank accounts and filing system for all financial documents.
- Assists in the development and analysis of the external cost structures of EAST's services and contracts. Reviews vendor contracts and provides input for consideration.
- Processes payroll and expense reimbursements to staff. Verifies all expenditures for accuracy and validity.
- Represents the interests of the EAST at various events and conferences
- Other duties as assigned

### **OTHER DUTIES AND RESPONSIBILITIES:**

- Work with staff and committees to plan and deliver the Annual Conference and other events.
- Oversees the planning management, sales, and inventory of EAST gear.
- Serve as part of the Risk Management team.
- Provide oversight and assistance in the school procurement processes.

**QUALIFICATIONS:**

- Advanced Use of Excel and QuickBooks
- Proficient in the Office Suite and Google tools
- Extensive knowledge and experience working with GAAP (Generally Accepted Accounting Principles) and understanding of current accounting standards related to nonprofit organizations.
- Ability to communicate financial and other information with a diverse population of interested parties (business, government, and educational).
- Ability to deliver quality work on tight deadlines, with strong organization and priority setting skills
- Self-motivated and self-directed
- Ability to lead and manage people.
- Ability to collaborate in teams.
- Ability to plan and execute long-term projects.
- Ability to make independent decisions and take calculated risks
- Must be detail-oriented and able to make sound decisions
- Must have a current, unrestricted driver's license
- Must have the ability to travel overnight and travel by common carrier

**SUPERVISORY RESPONSIBILITIES:**

- Staff Accountant
- Purchasing & Inventory Coordinator

**EDUCATION AND/OR EXPERIENCE:**

- Bachelor's Degree in Business, Accounting, Finance or related discipline with a specialty in accounting (CMA, CGA, or CA) or equivalent combination of related experience (required)
- Master's Degree in Accounting or Business or similar (preferred)
- 5-7 years of experience with progressive growth in public or private accounting (previous non-profit experience of 2+ years preferred)
- Previous managerial experience

**LANGUAGE SKILLS:**

- English language: including punctuation, spelling, grammar, and writing technique
- Excellent written and verbal communication skills

**REASONING ABILITY:**

- Ability to problem solve using deductive reasoning skills in a timely manner

**MATHEMATICAL SKILLS:**

- Advanced skills in mathematical concepts that support finance and accounting

**PHYSICAL DEMANDS:\***

- Ability to occasionally lift 35 pounds
- Ability to drive a car
- May frequently be required to stand, walk, use hands, reach, stoop, kneel or bend, talk, or hear

\*Requests for accommodation need to be directed to Human Resources.

**WORK ENVIRONMENT:**

- Quiet to moderate noise level
- Fast paced and positive

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Signature

Print Name

Date