



JOB DESCRIPTION

Job Title: Finance Manager
Department: Accounting Department
Report To: General Manager
FLSA Status: Exempt

Position Overview

The Finance Manager is responsible for managing the Accounting Department and providing support to the company's various operating groups through information analyses and preparation of operational data/analyses for these operating segments. The Finance Manager is responsible for identifying areas for cost reductions and operational improvements, managing the annual budget process, handling periodic forecasting and periodic analysis of operations. The Finance Manager acts as a consultant to managers and shareholders, providing information, primarily financial in nature, about the company's activities that will assist in making educated economic decisions about the company's future in accordance with generally accepted accounting principles in accordance with financial management techniques and practices appropriate within the industry.

Principal Duties and Responsibilities (Essential Functions):**

- Responsible for supervising the accounting procedures of the company.
- Oversees the activities of the accounting department for the accurate and timely dissemination of financial management reports including, but not limited to, internal and external monthly financial statements and annual audits and annual budgets.
- Responsible for controlling the company's finances.
- Determines how to implement accounting principles and designs financial processes of the company, including selection of accounting systems, liaising with external accountants and auditors, and ensuring that there are no gaps or oversights in existing processes.
- Provides timely and accurate analysis of budgets and financial reports that will assist senior management and shareholders in managing their responsibilities.
- Provides support to the company's various operating groups through information analyses and preparation of operational data/analyses for these operating segments.
- Ensures accurate preparation and timely filing of government forms and reports, including but not limited to tax, labor, and Economic Development Commission reports.
- Responsible for the company's compliance with its Economic Development Commission certificate.
- Participate in the development of the organization's plans and programs.
- Evaluate and advise on the impact of long-range planning, introduction of new programs/strategies and regulatory interaction.
- Provide strategic financial input and leadership on decision-making issues affecting the organization.

-
- Optimize the handling of bank and deposit relationships and initiate appropriate strategies to enhance cash position.
 - Develops a reliable cash flow projection process and reporting mechanism
 - Ensures continual improvement of the timeliness and accuracy of the agency's cash flow and management of the billing process (A/R).
 - Improves the budgeting process through education of department managers on financial issues impacting their budgets.
 - Oversees the activities of the disbursement department, ensuring the accurate and timely processing of accounts payable, purchase orders, petty cash, core employee expense reports, cash control, core payroll processing and total corporate payroll tax compliance.
 - Establishes and maintain systems and controls that verify the integrity of all systems, processes and data, and enhance the company's value
 - Works with confidential data, which, if disclosed, might have significant internal effect or minor external effect.

Competencies:

- Financial Management.
- Leadership.
- Problem Solving/Analysis.
- Ethical Conduct.
- Collaboration.
- Personal Effectiveness/Credibility.
- Strategic Thinking.
- Communication Proficiency.

Supervisory Responsibility

The Finance Manager manages all employees of the accounting department and is responsible for the performance and hiring of the employees within that department.

Work Environment

The Finance Manager operates in a professional office environment.

Physical Requirements:

While performing the duties of this job, the employee is required to sit; use hands to handle or feel; and talk or hear. The employee is frequently required to stand and climb stairs and reach with hands and arms. The employee is required to meet with other managers and staff throughout the four-acre property which includes walking to other offices. This job may require the employee to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally may lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Type and Expected Hours of Work

This is a full-time exempt position. Salaried employees are expected to work at least 40 hours per week but may be required to work in excess of the normal work week. Days are scheduled 5 days a week between Sunday – Saturday for a 40-hour work week. Some flexibility in hours is allowed, but the employee must be available during the “core” work hours of 9:00 a.m. to 4:00 and may be required to attend meetings on behalf of the company outside normal working hours.

Qualifications & Skills

Required:

- Bachelor's Degree in Accounting, Finance, or related field
- Minimum 5 years' experience in a relevant managerial position
- Experience with Enterprise Resource Planning Systems
- Excellent organizational skills.
- Excellent written and verbal skills.
- Proficiency with Microsoft Word, Excel, Outlook, Publisher, Power Point, and Access.
- Be able to prioritize and work on multiple projects.
- Enjoy working with people and be customer service oriented.
- Possess a positive and professional attitude.
- Outgoing and friendly personality
- Must be a team player
- Must be able to handle difficult, high volume situations while maintaining composure
- Must be dependable and reliable
- Deals with confidential information and/or issues demanding discretion and judgment.

Preferred:

- CPA designation
- Master's Degree in Accounting or Finance or related field

Special Requirements:

- Must be willing to work overtime, holidays, and weekends as requested by the General Manager.
- Must be able to lead by example.
- Must be able to use tact in handling sensitive situations.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (example: emergencies, changes to personnel, workload, rush jobs, or technological developments)

References required.

Please submit cover letter, resume, and references by email to be considered for the position to Trudie Prior at tprior@coralworldvi.com. Please include the job title in the subject

Contact Information:

Valissa M. Hodge, MHRM - Office/Human Resources Manager
Email: human.resources@coralworldvi.com
Office: (340) 775 1555 ext. 247