

Finance Director

Full-time position based in **Decorah**. Responsible for and directs all functions of the financial operations for the agency. Maintains and manages the organization's fiscal system and resources. Responsible for the oversight of the agency financial records, reports, program budgets and fiscal staff. Develop and implement effective administration of all fiscal policies and procedures, in conjunction with the Board/Executive Director (ED), acts as final authority in financial decisions. Bachelor's Degree in Accounting/Finance and 5-7 years of related experience required. CPA and non-profit accounting experience strongly preferred. Thorough knowledge of generally acceptable accounting principles and financial standards and procedures. Must have excellent computer skills, including MS Office Suite and knowledge of accounting software. Highly organized with excellent time management skills. Exhibit interpersonal skills, which foster the development and maintenance of good working relationships with program monitors, other agencies, clients and co-workers. Must be able to pass pre-employment drug screen and criminal history check. The salary range for this position is \$64,902 - \$75,000 annually. A complete job description and application can be found at www.neicac.org/employment.

Completed applications must be submitted no later than April 2, 2018

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Trisha S. Wilkins, CCAP, PHR, SHRM-CP

Executive Director

Northeast Iowa Community Action Corporation

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