

Director of Finance

Duties:

- Reports to President
- Oversee all financial operations and direct corporate financial planning and structure
- Coordinate, analyze and report the financial performance to Management and Board of Directors (financial performance, projections and other special projects as required)
- Prepare short and long-term financial forecasts of financial performance for use with internal management and external parties
- Oversee audit and tax functions, coordinate activities with outside audit firms and review firms performance
- Develop, implement and maintain accounting and administrative policies and procedures for a wide-ranging set of activities including financial accounting and reporting, employee relations (hiring/terminating policies) and other corporate policies.
- Proficiency in all aspects of corporate accounting and all pertinent GAAP, SEC rules and regulations including Sarbanes-Oxley compliance
- Responsible for all corporate and human resource activities including employee benefits, retirement plans, corporate insurance and related activities. This includes the coordination of these activities with all satellite offices as well.

Qualifications:

- You must have experience with all key areas mentioned. Public company experience and M&A experience preferred but not required. Experience in growth stage company required.
- An MBA or CPA is absolutely required.
- You must have a passion for getting things done, and an appreciation for details. You must believe in continual process improvement, but you must be ready to jump in to handle fires as they occur.