

**Job Title:** Director of Finance (Board Position)

**Reports To:** Chief of Staff

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**Summary:**

Responsible for the fiscal management and reporting of Chamber operations and oversees the development and implementation of departmental budgets.

**General Duties and Responsibilities include:**

- Assist Staff Directors with the planning, implementation and reconciliation of their budgets
- Responsible for all accounting practices and procedures
- Prepare/ quarterly / annual financial reports, in accordance with standard IRS and accounting principles
- Responsible for grant compliance of all funds received resulting from grant awards
- Assist other Staff Directors with membership/donor marketing, advertising and special events, as needed.

**Qualifications:**

1. Education: Bachelors Degree (BA/BS) in Accounting, ADP., or 5 years of related work experience.
2. License: Valid driver's license.
3. Computer Skills: Working knowledge of Microsoft Windows, Outlook, Excel, Word, and other appropriate accounting software.
4. Language Skills: Ability to comprehend instructions; read and write reports-correspondence; ability to present information to top management, and ability to respond to general public inquiries. Must have excellent communication skills (written, oral, verbal); ability to manage people and problem solve, obvious professional demeanor.

**Work Schedule:** Flexible  
**IBCC Meetings Attendance:** Accountable