

## **Director of Finance and Administration**

East Central Intergovernmental Association (ECIA) is seeking an experienced Certified Public Accountant who has experience with governmental and/or non-profit accounting to fill the position of Director of Finance and Administration. The director reports to the ECIA Executive Director. The Director of Finance and Administration be responsible for the accounting and administrative functions of ECIA and its subsidiary entities. The Director of Finance and Administration will be responsible for the preparation of monthly reports; developing and managing the fiscal policy; and ensuring full disclosure of agency finances. The Director will oversee the administrative, financial and information technology staff; develop and maintain a system of internal controls to safeguard financial assets; oversee the financial activities and reporting for federal and state grant programs; prepare and submit quarterly and annual billings and reports; monitor all banking activities for all agency entities and subsidiaries; prepare data and all entries to maintain the entire accounting system and financial statements for all ECIA programs and entities; assist with annual budget preparation for all entities; prepare monthly financial reports to reflect the financial position of ECIA and other entities; oversee payroll computation and preparation; manage agency pay plan, deferred comp program, post-employment health program and third party administrator; oversee insurance plans; prepare cost analysis and special reports as requested by the Executive Director; oversee inventory of fixed assets; negotiate indirect cost rate; oversee annual independent audit for all ECIA entities; prepare data and entries necessary to maintain general ledger system and general financial reports; process loan payments; prepare monthly draw requests for various grants; oversee submission of monthly financial materials to the fee accountant for the housing authority; prepare and submit revolving loan fund reports as required by federal partners; oversee calendar year-end financial statement processing and magnetic media submission; oversee record retention policies; serve as point of contact for grants.gov; prepare financial board reports and attend board meetings for ECIA and its subsidiary entities.

Strong communication and organizational skills are imperative including interacting effectively with staff, local government elected officials, working in a team environment, and the public.

Position requires Bachelors Degree in accounting and Certified Public Accountant (CPA) and at least three years of progressively responsible experience or an equivalent combination of education and responsible technical or professional experience. Experience with governmental accounting and/or non-profit account preferred. Minimum of two year of staff management experience. Proficient in Microsoft Office products. Good communication/interpersonal skills are imperative.

Salary \$102,078 - \$121,338 plus an excellent benefit package including Iowa Public Employees Retirement System (IPERS). All resumes must be received no later than 5:00 p.m. on August 15, 2022. ECIA is committed to promoting and supporting a diverse workplace. We are proud to be an equal opportunity employer. Women, minorities, and qualified persons with disabilities are encouraged to apply. Please refer to <http://www.ecia.org/aboutus/jobopps.html> for a complete job description. Send resumes to: Executive Director, ECIA, 7600 Commerce Park, Dubuque, IA 52002 or email to [snesteby@ecia.org](mailto:snesteby@ecia.org)