



**Company:** Indiana Black Expo, Inc.

**Job Title:** Assistant Director of Finance

**Department:** Finance

**Reports to:** Director of Finance

**Employment Status/Method:** Full-Time / Traditional On-Site

**Location:** Indianapolis, IN

**About Us:** Indiana Black Expo, Inc. is a 501c3 organization whose core values for over 50 years consist of: **Integrity. Accountability. Trust. Customer Service. Quality. Teamwork**

*Our mission is to be an effective voice and vehicle for the social and economic advancement of African Americans. We are an equal opportunity/Affirmative Action Employer who does not discriminate regarding age, race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, protected veteran status, disability, or any other legally protected status.*

### **Job Summary:**

The Assistant Director of Finance will work closely with all departments and members of the finance team. This position serves as a primary finance person for Indiana Black Expo events, memberships, and license plates. The position incumbent is responsible for daily sales and receipts, timely and accurate billings, account receivables, cash management, and answering questions from callers, customers, and vendors. The incumbent must gain a solid understanding of the organization's base of financial support, and funding requirements and possess a keen aptitude for detail.

### **Responsibilities**

- Executes sound fiscal management and strategies that impact the entire organization
- Consults with department leaders regarding practices and other financial matters
- Provides weekly receivables reports to departments
- Prepares and mails all current and outstanding receivables
- Assists with cash intake, sales, revenue reporting, budget reporting, reconciliation, and month and year-end financial closings
- Conducts data tracking and weekly collection calls for outstanding obligations for all clients/contracts
- Reconciles all receipts to the general ledger & and prepares daily bank deposits for all receipts

- Maintains and updates all financial forms needed to serve internal and external customers  
Maintains and updates membership dues, and database and ensures the delivery of membership benefits to chapters
- Provide weekly payables report to staff and departments
- Process invoices, PO's, and check request
- Assist Director of Finance with A/P reporting to internal customers
- Prepare all current payables for mailing
- Conduct data fracking using financial software and manual financial operations if necessary
- Reconcile all payables to the General Ledger according to month end deadlines and procedures
- Reconcile all monthly credit card statements

### **Qualifications**

- Bachelor's degree in accounting preferred
- 3-5 years' experience in accounting or similar work experience required
- Experience with QuickBooks, Microsoft Office Tools, technology savvy, and/or other accounting software experience required
- Strong interpersonal and written communications skills with demonstrated attention to detail and ability to relate to individuals at varying levels internally and externally Ability to handle multiple deadlines and prioritize accordingly
- Demonstrated success working independently as well as in a team environment
- Ability to use discretion in working with confidential and sensitive data
- Self-starter and entrepreneurial spirit
- Highly thorough and dependable

**Salary & Benefit:** The starting range for this position has a market-competitive salary based on the not for profit organizational budget. Some key benefits include but are not limited to a full Benefits package (Health/Dental/Vision/Life/Retirement) 10 Paid Holidays per year, Wellness Benefits, and more.