



Company: Indiana Black Expo, Inc.

Job Title: Director of Finance

Department: Executive

Reports To: Chief of Staff

Employment Status/Method: Full-Time/ On-site

Location: Indianapolis, Indiana

Travel: 10-15%

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

Position incumbent is responsible for the development and implementation of finance and operational strategies across the organization including a comprehensive set of controls and budgets that mitigate risk and enhance the company's accuracy of reporting financial results. Position incumbent executes on-going financial planning and analysis, cash management and accounting policy and compliance administration. Position incumbent executes oversight authority over the AR/Box Office and events inventory. Carry out supervisory duties, hiring, training, assessment/evaluation and retain competent staff.

Key Responsibilities:

- Oversee all accounting systems and functions and supervise finance staff
- Ensure maintenance and improvement of internal controls and financial procedures
- Ensure timeliness, accuracy and usefulness of finance management and reporting for federal and state funders, foundations, and Indiana Black Expo's board of directors
- Ensure legal, federal and state regulatory compliance with special attention to nonprofit operations
- Develop and maintain capital budget
- Oversee budgetary planning in alignment with organization's strategic plan, sponsorship needs and collaborations with external organizations
- Oversee weekly cash management, approve weekly accounts payables and execute check signing

- Oversee accounts receivable management and provide support to collections activities
- Oversee cash flow planning and asset management, produces weekly cash flow forecast
- Prepares regular financial planning reports, monthly profit and loss forecast by departments, (vs. budget)
- Fully participate in contacts and relationship building with the Board of Directors, lenders or banking institutions and sponsors/donors
- Regularly assess the organization's performance against both the annual budget and organization's long-term strategy
- Engage the finance, audit and economic development committees of the board of directors to develop short, medium, and long-term financial plans and projections in response to trends and topical issues
- Remain up to date on nonprofit finance best practices
- Manage the general liability insurance programs

Education/Qualifications/Skills:

- Minimum of five years' experience as an administrative manager with a B.S. in finance or accounting, MBA is preferred, CPA credential a plus
- High acumen for QuickBooks
- Working knowledge of contracts and non-profit laws and regulations
- Ability in cash management for \$5-7 million-dollar non-profit organization
- Excellent verbal communication skills and report writing
- MS Office: Word, Excel and Outlook is required
- Knowledge of effective accounting software and hardware applications

Salary & Benefits: The starting salary for this position is \$80k per year. Some key benefits include but not limited to: Full Benefits package (Health/Dental/Vision/Life/Retirement), 10 Paid Holidays per year, Wellness Benefits and more.

Working Conditions/Physical Requirements:

- Normal office environment with little exposure to excessive noise, dust, temperature, and the like
- Regular exposure to video display terminals, on and off-site event participation, and periodic travel
- Ability to work prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift to 25 pounds at times
- Ability to walk long distances and stand for periods of time