

**Newcap, Inc.**  
**1201 Main Street**  
**Oconto, WI 54153**  
www.newcap.org

## **JOB DESCRIPTION**

**JOB TITLE:** FINANCE DIRECTOR  
**SUPERVISOR:** Chief Executive Officer  
**CLASSIFICATION:** Full-Time/Exempt  
**WORKSITE:** Oconto, WI

### **Summary/Objective**

Provide strategic and financial guidance to ensure that financial commitments are met and develop all necessary policies and procedures to ensure the sound financial management of the agency. This role also serves as a consultant for managers within the organization, advising them of current budgetary information and working with managers to create a fiscal strategy that aligns with the goals of the organization.

### **Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the Assign and essential functions.

- Responsible for supervising the accounting procedures of the company.
- Audit the work of the accounting department.
- Engage in critical and confidential aspects of accounting.
- Responsible for the development of policies, systems, special financial studies, etc. of major importance.
- Advise management on matters of fiscal procedure and importance for the organization.
- Ensure compliance with the financial procedures of the organization
- Works with confidential data, which, if disclosed, might have significant internal effect or minor external effect.
- Ambassador for Newcap, Inc., along with all employees, and responsible for marketing/promoting the organization and its programs both internally and externally.

## **Essential Duties and Responsibilities**

- Oversee all financial operations and Finance Department staff.
- Provide technical assistance to NEWCAP management staff in developing and monitoring budgets.
- Supervise fiscal monitoring of NEWCAP programs.
- Prepare, review, and analyze financial reports.
- Consult with CEO on the general management of NEWCAP.
- Monitor the fiscal, corporate, and program budgets.
- Coordinate financial policy development and implementation.
- Maintain knowledge of current accounting practices and legislation to ensure agency compliance.
- Act as staff liaison to the Finance Committee.
- Maintain insurance policies and agency retirement plan.
- Keep Financial Procedures Manual, Cost Allocation Plan, and other agency documents accurate and up to date.
- Coordinate and lead annual agency audit.
- Manage agency cash flow, borrowing needs, and accounts payable/receivable.

## **Agency Expectations**

- Adhere to agency policy and procedures.
- Act as a role model within and outside the agency.
- Perform duties as workload necessitates.
- Maintain a positive and respectful attitude.
- Communicate regularly with supervisor.
- Demonstrate flexible and efficient time management and ability to prioritize workload.
- Consistently report to work on time prepared to perform duties of position.
- Meet productivity standards.

## **Competencies**

- Financial Management.
- Performance Management.
- Ethical Conduct.
- Thoroughness.

## **Supervisory Responsibility**

The accounting manager manages all employees of the accounting department and is responsible for the performance management and hiring of the employees within that department.

## **Work Environment**

This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

## **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; sit; talk; and hear.

Specific vision abilities regularly required by the job include close visions, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee is occasionally required to stand, walk, and lift and/or move objects.

While performing the duties of this job, the employee is rarely required to balance, stoop, kneel, crouch or crawl, and exert up to 20 pounds of force.

## **Position Type and Expected Hours of Work**

This is a full-time position, and typical work hours are Monday through Thursday 7:30 a.m. to 5:00 p.m. and Fridays 8:00 a.m. to 12:00 p.m. Some flexibility in hours is allowed.

## **TRAVEL:**

No overnight travel is expected for this position, with the rare exception for training purposes. There may be occasional local day travel.

## **Required Education and Experience**

- Minimum bachelor's Degree in accounting plus seven years of accounting experience.
- Minimum two years demonstrated supervisory experience.
- Extensive knowledge of generally approved accounting principles and procedures.
- Demonstrated experience in maintaining a complete set of accounts and supporting records, preparing financial statements, and maintaining payroll records.
- Proficient with Microsoft Office programs and the overall use of computers and general office equipment.
- Effectively communicate verbally and in writing.

## **Preferred Education and Experience**

- Master's degree in accounting or finance.
- Presentation skills.
- CPA designation preferred.

## **Additional Eligibility Qualifications**

Must possess or be able to obtain within thirty (30) days of hire, a valid and appropriate state driver's license along with access to a reliable car, with proof of insurance, and meeting the driving record requirements that Newcap follows for all employees who drive company vehicles.

## **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

***Please Note: Due to the volume of resumes that we receive, only those candidates selected for interviews will be contacted.***

*Thank you for your interest in joining our Newcap, Inc. Team!*