



Job Title: Accounts & Finance Director

Reports to: Chief Financial Officer

General Description of Position:

The Accounts & Finance Director supervises the receiving & billing departments, prepares reports, and develops standards and processes for proper financial management.

Primary Responsibilities:

Providing expertise in financial accounting services and implementing financial policy. Managing team members in the billing & receiving department using internal controls related to Accounts Payable, and Accounts Receivable.

Primary Duties:

- Supervises the receiving and billing departments.
- Handles the transactions and debts and does cash flow forecasting.
- Follows proper accounting procedures to reach financial objectives.
- Works with Executive Manager and CFO to establish budgets.
- Creates financial reports.
- Willingness to stay up to date with the latest accounting methods and technology.

Skills and Qualifications:

- Great interpersonal and verbal communication skills
- Sound knowledge of accounting principles, standards, and regulations
- Experience with accounting software and databases
- Superior data management and data analysis skills

- Strong time management and organizational skills
- Ability to work under pressure and meet tight deadlines.
- Detail-oriented with a passion for accuracy.

Education and Training Requirements:

- Bachelor's degree in accounting, finance or a related field is a minimum requirement for entry-level.
- At least 2 to 5 years of work experience in a managerial or supervisory capacity.
- Master's degree or higher, preferred.
- Continuing education certifications from accredited institutions, preferred.
- Certified Public Accountant (CPA), preferred.