

NWAEDD, INC. Finance Director

Job Description

Job Title: Finance Director

Title this job typically reports to: Northwest Arkansas Economic Development District (NWAEDD) Executive Director

This position is classified as exempt as stated in the Fair Labor Standards Act.

GENERAL PURPOSE OF THE JOB:

The Finance Director will provide accurate and timely financial information for management; develop and implement accounting reporting systems for the District Finance and Accounting Department; develop and maintain operating controls; serve as liaison to outside accounting firms; oversees cash flow management and cash forecasting; develops internal budgeting processes, reporting relationships, and work assignments. Attendance at work is an essential function of the job. Teamwork and supervision are required for proper job performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Develop, forecast, maintain, and present the District's annual budget through collaboration with Executive Director, Deputy Director, and Department Heads.
2. Provide accounting functions for all District related organizations in accordance with generally accepted accounting practices, as well as District policy, state, local, and federal government rules, and regulations.
3. Prepare and review monthly bank statements for all District bank accounts for Executive Director's approval.
4. Approve payroll timesheets; reviews payroll entries prior to posting.
5. Supervise accounting staff.
6. Coordinate 401K information. Review, file and prepare (if needed) all 5500 Forms.
7. Maintain a management handbook with all IRS records including 501c3 and 990 Tax Forms.
8. Manage payroll data, 401K record-keeping and Plan information.
9. Coordinate with HR Director and accounting clerks to maintain medical, dental, vision, and HSA record keeping.
10. Review all District related monthly financial statements and report to District management and the audit committee.
11. Coordinate Audit Committee meetings with members and CPA firms on a routine basis as approved by the board of Directors.
12. Review and approve payables and payroll checks prior to distribution.

13. Prepare necessary reports and information for District staff, committees, and the Board of Directors.
14. Maintain, review and present personnel (in consultation with HR Director) and accounting policies to Executive Director for approval by Executive Director.
15. Ensure that all tax returns, government reports, including payroll, federal and state unemployment, and others are filed accurately and timely.
- 16.. Maintain an adequate computer back-up and hard copy of District documents to ensure smooth operation of the organization.
17. Organize and maintain records of all transactions including trial balances, tax returns, bank statements, and other documents that are a part of the District operations and any related organizations.
18. Oversee Cash Management of all District accounts.
19. Other duties as assigned.

REQUIRED COMPETENCIES:

1. Expertise in spreadsheet analysis. Working knowledge of accounting rules and regulations, including GAAP. Familiarity with Fund accounting, information systems, graphics, communications, account reconciliation, financial accounting software and word processing skills.
2. Detailed knowledge of the fundamentals of all payroll-related financial information, including taxes and employee benefits.
3. Detailed knowledge of statistics.
4. Strong interpersonal, analytical, verbal, and written communications skills are required.
5. Ability to work independently and in a group setting.
6. Ability to multitask in a fast-paced environment and meet definitive deadlines.
7. Solid administrative and organization skills, with attention to detail and follow-up.

EDUCATION AND/OR EXPERIENCE:

Bachelor's Degree (B.A. or B.S.) from a four-year college or university; or seven to ten years related experience as a GAAP accountant and/or training, or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as interest, proportions, and percentages. Ability to apply concepts of basic algebra.

REASONING ABILITY:

High skills: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER SKILLS:

Excel for spreadsheet analysis, Microsoft Word for correspondence, and accounting software for financial operation. Use of other computer software/hardware as necessary.

CONDITIONS OF EMPLOYMENT:

Candidate must meet the requirements of the full job description throughout the duration of employment with the District.

I have read and understand the HR Coordinator/Finance Manager job description and can perform the essential functions and physical demands with or without reasonable accommodation.

Signature of Employee

Date

Signature of Supervisor

Date

Revised 10/27/2025