

# Siouxland Human Investment Partnership

---

Position:	SHIP Business and Finance Director
Purpose:	To oversee the financial and human resources departments of the organization
Reports to:	SHIP Executive Director and SHIP Board of Directors
Posting details:	Deadline for receipt of applications will be _____. Resumes shall be sent to <a href="mailto:kjenkins@siouxlandship.org">kjenkins@siouxlandship.org</a> .

---

## Specific Job Duties:

- Oversee the SHIP Accounting & Human Resources Departments
- Develop and maintain annual organizational budget
- Develop and maintain annual budgets for all SHIP-owned programs (Beyond the Bell, BOOST, Dakota County Connections, Sky Ranch Behavioral Services)
- Collaborate with Executive staff to plan, forecast and execute budgets
- Present monthly financial statements to SHIP Executive Director and SHIP Program Directors
- Present monthly financial statements to SHIP Finance Committee and Board Treasurer
- Develop & maintain 5-year financial forecast and plan
- Develop & maintain financial policies, procedures and internal controls
- Chair the SHIP Finance Committee
- Work closely with and be primary communicator with the outside auditing team
- Oversight and preparation of SHIP's 990 prior to annual audit
- Preparation of annual financial statements, including notes and statement of federal expenditures, and all auditor requested documents
- Oversight of the draw down of state and federal funds
- Work closely with Contract Coordinators and Program Directors to ensure that all reimbursements and state and federal draw downs are completed
- Keep current on Federal Uniform Guidance and inform staff on policy updates
- Serve as Fiscal Manager for all grants
- Streamline financial processes and eliminate duplication between SHIP and Beyond the Bell sites
- Provide oversight to the Human Resources department and personnel policies
- Other duties as assigned

## Education and Experience:

- Certified Public Accountant (CPA) preferred; Bachelor's Degree required
- Minimum of 4 years finance experience preferred

- Human Resources experience preferred
- Supervisory or project management experience preferred
- Experience in non-profit organizations

Personal Job Skills:

- Ability to fiscally manage state, Federal and local grants
- Excellent oral and written communication skills required, including presentation skills
- Ability to produce and sustain quality work with infrequent direct supervision
- Ability to motivate others and encourage collaboration efforts
- Attention to detail, deadlines and budgets
- Ability to make sound and reasonable decisions on demand
- Ability to manage challenges effectively while enhancing program implementation
- Ability to use technology, including Microsoft Office, QuickBooks and other financial software

SHIP is an equal opportunity employer.