Director of Finance

Job Posting - 2024

The Greater Scranton Chamber of Commerce is seeking an experienced, detail-oriented Director of Finance to support strategic Accounting and Information Technology initiatives.

Working with the Vice President of Internal Administration, this position will oversee the day-to-day responsibilities of the Finance Department and be the Champion for technology implementations across the organization.

Responsibilities for this role include, but are not limited to:

* Oversee the finance team including training employees, planning, assigning and directing work, appraising performance, addressing and resolving issues that arise.
* Oversee the transactional accounting functions for The Chamber and its affiliates that include, but are not limited to, accounts receivable, accounts payable, audits, financial reports, insurance, investments, reconcilements, etc.
* Ensure accurate and timely delivery of The Chamber and affiliates’ annual budgets.
* Prepare monthly cost allocations for salaries, benefits and overhead expenses relating to staff members assigned to Chamber affiliates.
* Process invoices on a monthly basis and generate analytical reports to assist management with reporting.
* Oversee, manage, and assist the Technology Resources Manager with directing the strategic vision and implementation of current and new technology initiatives.
* Responsible for planning, organizing, directing, controlling, and evaluating standard operating procedures.

Successful candidates should have:

* Bachelor’s degree in Accounting, Finance, or related field with 5-7 years of experience.
* Minimum of 3 years in a leadership or management role.
* Experience implementing and maintaining financial software for an organization.
* Experience with oversight of Information Technology functions.
* Strong understanding of financial principles, including financial planning, analysis, and forecasting.
* Knowledge of financial regulations and accounting standards.
* Robust analytical and critical thinking skills to interpret financial data.

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The Greater Scranton Chamber of Commerce

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