



If you want to sit in a quiet office and crunch some numbers, this is not the job for you. However, if you are seeking a position where you can make journal entries in the morning and get down at a dance party in the afternoon, this is perhaps your once in a lifetime opportunity.

Community Enterprises of St. Clair County traces its roots back 70 years as a beacon of hope and integration for people with intellectual disabilities and their families. Nearly 200 unique and engaged people choose to walk through our doors each day and make a difference in our lives.

This position will be tasked with leading not only the finance department in its evolution, but be an active, engaged and instrumental part of the growth and development of the organization. It is our motto to leave everything better than we found it. We remember our past fondly and respect the monumental work of those that came before us, while honoring their legacy by pushing the boundaries of what is possible.

A career at CE is like no other. Each day provides for new adventures, challenges and wins. With a variety of departments and lines of business all working in tandem towards a common goal. While our work is as challenging as it is rewarding, CE offers an incredible work life balance that cannot be beaten. With regular daytime hours Monday through Friday (minus an occasional evening dance or concert in our newly renovated arena), unheard of Paid Time Off Benefits, and Holidays to boot.

To thrive in this position, a candidate must possess an unparalleled drive, experience in change implementation and strategic leadership. A bachelor's degree in an accounting or business-related field or substantial directly relevant experience. Proficiency in relevant software and computer information systems is a must. Above all else, commitment and understanding that we are a mission driven organization and everything we do here is with that at the forefront.

If you are confident that this position aligns with your skills and aspirations, please submit at a well written cover letter and resume to apply@cescc.org.

Community Enterprises of St. Clair County

Director of Finance & Operations

Non-Union

Description: This position is responsible for all general accounting functions. This includes all transactions related to cash, receivables, payables, fixed assets, tax payables and accrued or prepaid expenses. Will effectively perform general cost accounting, payroll functions, accounting records and other related duties in the daily administration of the accounting department. This position reports to the Executive Director and/or their designee.

Qualifications:

1. Bachelor's degree in finance-related field or substantial work experience in the field
2. Five years of accounting experience
3. Highly skilled in Computer Information Systems and Programs
4. Must pass agency physical examination, urine drug screen and background check.
5. Must possess excellent analytical, verbal and written communication skills.
6. Demonstration of leadership abilities.
7. Ability to work and communicate with external and internal professionals.

Preferred Qualifications:

1. Experience in leading a team and implementing directives and system improvements
2. Familiarity with Microsoft GP accounting systems
3. Knowledgeable in the procurement and administration of Employee Benefits
4. Experience working in a non-profit environment

Essential Functions:

1. Work is performed in a standard office environment. Work involves operation of personal computer equipment for two to four hours daily, telephone systems, adding machines, copiers, Intermittent physical activity including walking, standing, sitting, stooping, lifting.
2. Ability to write, prepare and analyze financial reports.
3. Proficiency in Microsoft based computer applications and systems

Duties and Responsibilities:

1. Supervises and monitors the accounting department. Supports and recognizes employees that are doing well. Assigns and distributes fiscal responsibilities, in consultation with the Executive Director. Arranges for and conducts on-the-job training and established performance objectives with employees of the accounting department.

2. Maintains an accurate general ledger including the preparation of journal entries, coding of invoices, accounts analysis and reconciliation, closing books monthly and setting up new accounts.
3. Reconciles daily cash flow statements and receivables to monthly bank statements; provides weekly audit of checks held, reconciles payroll and cash disbursement accounts.
4. Maintains communication with the executive management team, providing relevant fiscal information.
5. Maintain the accounting system in accordance with Generally Accepted Accounting Principles.
6. Generate timely financial statements and ensure that all financial procedures and records are in compliance with fiscal standards and fund restrictions. This responsibility includes but is not limited to:
 - a. Maintenance of checking accounts and invoices.
 - b. Responsible for subsidiary ledgers; cash disbursements, cash receipts, accounts payable, month-end payroll summary, accounts receivable summary, and journal entries for adjustments to the general ledger.
 - c. Responsible for current and capital fund general ledgers, trial balances, cash flow projections, financial report, income report and balance sheets.
 - d. Prepare monthly reports that include accounts payable reconciliation, accounts receivable reconciliation, cash flow report, budget variances, balance sheet audits.
7. Maintain and submit all necessary reports to funding sources, ensuring that said reports are accurate, complete and thorough in nature.
8. Assist the Leadership and Support Team in the establishment of service and job rates. Prepare and submit rates for review and approval.
9. Develops and monitors budgets for the agency and for each program. Communicates budget with the Leadership and Support Team. Maintains the allocation of general expenses.
10. Actively participates in agency events, functions and activities.
11. Accepts special duties as assigned.