Job Title: Director of Finance & Human Resources  
FLSA Classification: Exempt  
Department: Finance & Human Resources  
Reports to: President/CEO  

Position Overview:  

Director of Finance & Human Resources is responsible for overseeing the Finance and Human Resources functions. This position is a member of the Leadership Team; and as such is expected to make contributions and decisions at all times. Top skills and priorities include report creation with at-a-glance comprehension for all, responsive to queries at all levels of an organization, willing to challenge the status quo with both questions and potential solutions, operating autonomously and/or in close connection with superiors without change in results, and lastly, believes in the mission of the BBB.  

Our right candidate is one who is both a strategic leader and a team player.  

DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.  

- Oversee and provide strategic leadership to all financial matters of BBB Serving Southern Arizona to provide proactive information for planning and decision making.  
- Maintain consistent reporting on the organization's financial position and outlook & ensure fiscal responsibility.  
- Oversee billing and payment application processes for accreditation dues and other revenues utilizing the accreditation database and/or the general ledger, including monitoring and reporting on collection results.  
- Oversee all accounts payable and disbursement processes to assure payments are accurate, properly supported and approved and properly recorded.  
- Act as a primary contact for banking and credit card processing relationships; monitor those relationships for performance and operating or financial efficiencies.  
- Act as primary contact for our outside payroll vendor. Oversee and/or perform payroll calculations and entry, including the calculation of sales commissions. Assure that all payroll processes are in compliance with personnel policies and legal requirements.
JOB DESCRIPTION

120 N. Stone Ave. Ste. 200
Tucson, AZ 85701
520.888.5353
bbb.org

- Coordinate and respond to any issues from the annual outside audit/review
- Coordinate with the outside auditors and prepare information for the Form 990 and required state returns.
- Assure that the organization remains in compliance with tax and related regulatory requirements.
- Provide financial and operating information as required for our national organization: IABBB
- Become sufficiently knowledgeable about BBB serving Southern Arizona’s database to monitor its informational and financial integrity, and to be able to extract data for management and accounting purposes.
- Provide regular financial reports to CEO/President and Board of Directors; and special reporting to them as requested.
- Cultivate a network with BBB peers across the country to ensure shared knowledge of best practices.
- Update/oversee the employee handbook/personnel policies. Assure that BBB Utah, its management and its staff is in compliance with those policies.
- Coordinate employee recruitment and new hire processes.
- Coordinate with the leadership team to ensure annual reviews and personal development plans are timely and effectively performed.
- Work with supervisors and, as warranted and available, outside resources to address performance issues.

QUALIFICATIONS

- 4-Year college degree in accounting preferred.
- 2+ years related professional experience required; nonprofit work experience, especially in membership organizations, is preferred
- Possess strong communication (oral and written) skills
- Demonstrated experience overseeing or performing human resource functions in small organizations
- QuickBooks proficient
- Self-starter and be able to handle multiple tasks and priorities
- Must be a creative thinker, open-minded and a team player who is flexible and adaptable to change
- Experience building relationships at senior levels within your organization
ACCOUNTABILITIES: (Success Factors)

- Attendance and promptness
- Willingness to go the extra mile
- Delivery of superior customer service, internally and externally
- Natural leader that others are proud to follow
- Participation as a team player
- Contributions to the vision, mission, and goals of the BBB
- Developing ways to save time or money in the execution of the mission