

## Director of Finance

Department: Accounting, Finance, and Administration

Reports To: General Manager

FLSA Status: Salary Position

### General Summary

Oversees company financial operations and performance. Directs finance, regulatory reporting, tax, and credit operations. Directs development of organizational budgets. Oversees long-term investments. Prepares monthly financials, financial forecasts, acquisition analysis, and investment planning. Develops financial policies and processes. Analyzes company financials and provides senior management with relevant financial data necessary for budgetary and financial decisions. Participates in strategic company planning processes. Acts as the organizational expert in financial management.

### Essential Job Functions

- ◆ Oversees company financial operations and performance. Analyzes past financial performance, forecasts future performance, and performs financial planning functions.
- ◆ Directs the preparation and filing of all required regulatory financial reports to ensure accuracy and compliance.
- ◆ Directs development of organizational budgets. Provides budget development guidance to managers as needed.
- ◆ Develops financial policies and processes.
- ◆ Arranges for long and short-term financing. May negotiate terms of purchase and arrange for financing of major equipment and supplies.
- ◆ Oversees tax functions and preparation. Prepares income tax expense and estimated tax payment calculations. Prepares company tax returns or reviews tax returns prepared by external accounting firms.
- ◆ Oversees organizational long-term investments. Researches and analyzes investments, business indicators, and economic changes and makes recommendations for future investments. Oversees cash management and recommends investment of cash reserves as appropriate.
- ◆ Analyzes company financials and provides general manager and board of directors with relevant financial data necessary for budgetary and financial decisions.
- ◆ Contributes to strategic planning process by serving as an organizational expert in financial management.
- ◆ Lead and develop the accounting team.
- ◆ Performs all other related duties as assigned by management.

### Company Expectations

- ◆ Operate with High Ethical Standards
- ◆ Protect the Legal, Financial, and Moral Well-Being of the Company
- ◆ Understand and Follow the Employee Handbook

**NOTE:** The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

## Knowledge, Skills, and Abilities

- ◆ Knowledge of telco accounting practices.
- ◆ Knowledge of state and federal financial reporting laws and regulations.
- ◆ Knowledge of financial analysis, reporting, and investment practices.
- ◆ Knowledge of auditing, cash management and budgeting.
- ◆ Knowledge of management principles and practices.
- ◆ Skill in reading and interpreting statistical and financial data.
- ◆ Skill in oral and written communication.
- ◆ Ability to communicate with customers, employees, and various business contacts in a professional and courteous manner.
- ◆ Ability to make sound decisions using information at hand.
- ◆ Ability to think creatively and analytically and make suggestions for improvement.
- ◆ Ability to organize and prioritize multiple work assignments.
- ◆ Ability to attend board meetings and effectively present financial reports monthly and respond to questions from board of directors, members, etc.
- ◆ Ability to pay close attention to detail.
- ◆ Ability to create a team environment and sustain employee morale.

## Professional Competencies

- ◆ Personal Accountability: being answerable for personal actions
- ◆ Conceptual Thinking: analyzing hypothetical situations, patterns, and/or concepts to formulate concepts and new insights
- ◆ Problem Solving Ability: analyzing and diagnosing key components of a problem to formulate a solution
- ◆ Leadership: Organizing and influencing others towards a vision
- ◆ Flexibility: readily modifying, responding, and adapting to change with minimal resistance
- ◆ Planning and Organization: establishing a course of action to ensure effective results
- ◆ Solid knowledge of GAAP (Generally Accepted Accounting Principles)
- ◆ Advanced Excel Proficiency
- ◆ Microsoft Office Suite Proficiency
- ◆ Professional Written and Oral Communication
- ◆ Maintains Confidentiality

## Education and Experience

- ◆ Bachelor's degree in accounting or related field
- ◆ Five to seven years of finance and accounting experience
- ◆ Certified Public Accountant's license is preferred

## Other Requirements

- ◆ Must have a valid driver's license
- ◆ Must pass pre-employment drug screening

**How to apply:** Please download an application from our website <http://online.fmtc.com/careers/>

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All Applicants must have:

Cover Letter  
Resume  
References  
Job Application

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