

Position Announcement:

Financial Director; Heart of Georgia RESA; Full-time:240 days

The Heart of Georgia RESA (Regional Educational Service Agency) serves ten public school systems, a state university, and a state technical college. HGRESA is located at 717 Smith Street Dublin, Georgia 31021.

HGRESA has an approximate annual budget of \$6 million.

The mission of the Heart of Georgia RESA is to provide leadership and assistance through consultative services, direct student services, and support services for member systems. This commitment is driven by our desire to promote educational excellence.

Our vision is **Heart of Georgia RESA...** Always striving to **H**elp, **G**uide, **R**each, **E**xtend, and **S**erve **A**ll.

Please visit www.hgresa.org to learn more.

General Purpose

Reporting to the executive director (ED), the director of finance will define the processes and implement the infrastructure/systems needed to support the Heart of Georgia RESA. She or he will continue to build and manage effective and streamlined administrative/financial systems, including financial, accounting, legal, human resources (HR), and physical infrastructure.

The financial director will be involved in strategic planning, evaluation, grant monitoring and distribution of funds, and professional development initiatives.

Financial/Benefits Management

- Review and approve preparation and finalization of monthly and annual financial reporting materials and metrics for Heart of Georgia RESA's board of directors and executive director.
- Oversee budgeting, financial forecasting, and monitoring of grants as well as all accounts.
- Stay current on all fiscal requirements.
- Manage one part-time accounting administrator;
- Coordinate all audit activities.

Administrative Leadership and Management

- Serve as a business partner to the ED on the organization's financial, budgeting, and administrative processes—including HR, payroll, and benefits functions—with an eye to continuously developing and improving systems.
- Assist in developing and maintaining/monitoring benefits packages for staff.
- Maintain HR records for staff.
- Stay up-to-date on HR/Benefits trends and requirements.

Mentoring

- Develop successful and trusting relationships with all staff at HGRESA and create and sustain an environment at that supports these relationships.
- Serve as a mentor for ED, assistant accounting administrator, and other staff where needed for understanding efficient and effective records management.

Qualifications

- A good candidate for the position of director of finance for HGRESA will have at least five years of professional experience, including managing the finances of an organization with at least a \$6 million budget, some experience managing HR operations, developing/maintaining/monitoring benefits packages, and working with state and federal grants. Additionally, she or he will have experience participating in audits as well as a deep understanding of the audit process.

The director of finance and administration will have the following experience and attributes:

- Bachelor's degree (MAcc/MA/MBA a plus) in Business, Management, Accounting or Finance
- Excellent people skills with experience collaborating in a dynamic team
- Demonstrated experience in financial management and accounting, ideally in the nonprofit sector
- Experience should include legal, audit, compliance, budget, and resource development
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems
- Proven effectiveness leading professionals in finance and accounting
- Excellent written and oral communication skills
- Technologically savvy, with an ability to point to examples of having worked with PC Genesis
- Flexible and a self-starter; able to multitask while also being highly detail-oriented.

- Personal qualities of integrity, credibility, and a commitment to Heart of Georgia RESA's mission and vision.

Other Duties and Responsibilities

- Prepare monthly Board of Control meeting agenda with ED
- Keep and prepare minutes of monthly BOC meetings
- Help set-up BOC meetings
- Serve as a liaison with internal and external contacts
- Coordinate the flow of information both internally and externally
- Other duties as assigned

Beginning Date

- March 8th , 2018 pending Board Approval

Salary and Benefits

- \$40,000 and up based upon previous experience

Application Deadline

- February 1st, 2018

Materials Required for Application

- Email a letter of introduction and a resume which includes a list of references with complete contact information to: smiletto@hgresa.org and CC to joy@hgresa.org

It is the policy of the Heart of Georgia RESA not to discriminate based on age, gender, race, color, creed, religion, national origin, or disability in its educational programs, activities, or employment policies.