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# Position Profile- Director of Finance and Administration

**Reports to**: Integrator

**Skills and Competencies:**

- Exceptional listening and communication skills.
- Confident and decisive leader, able to take charge without being abrasive.
- Strong attention to detail and commitment to follow-through.
- High emotional, critical, and analytical intelligence.
- Proactive problem-solver who drives resolution and action.
- Advanced organizational and planning abilities.
- Proficient in Microsoft Office Suite, Google Docs & Sheets, Adobe Acrobat Standard, Zoom, and Teams.
- Composed and effective under pressure.
- Comfortable navigating conflict, identifying issues, and facilitating resolution.
- Organized and detail-oriented leader who drives team productivity and success.
- Fosters a culture of accountability and execution.
- Balances people-focused leadership with goal-oriented decision-making.
- Adaptable and able to pivot quickly to address competing priorities.
- Honest, respectful, and supportive of colleagues.
- Encourages transparent and open communication.
- Strategic thinker who understands the broader impact of decisions.
- Strong financial acumen with experience in budgeting and financial performance.

**Common tasks include but are not limited to:**

- Lead, manage, and hold the Finance/Admin team accountable to priorities and performance expectations.
- Integrate all major Finance/Admin functions in alignment with the company VTO.
- Oversee all financial and admin responsibilities and processes: company budgets, financial & tax reporting, AR/AP functions.
- Collaborate with other divisions in the company as needed.
- Support, train, coach, and develop Finance/Admin team members.
- Identify issues within the department and implement solutions.
- Create and oversee structures to support growth within your team.
- Drive team success by aligning efforts and ensuring everyone works toward common goals.

**Education, Certifications and/or Experience:**

- Bachelor’s Degree in Business Finance or equivalent work experience.
- 5+ years experience in Operations management experience.
- 7+ years experience in Finance/Admin management in like kind industry.
- Experience with EOS "Entrepreneurial Operating System".

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**Work Environment:**

- Work will be primarily on-site but will include some options to work from home. This is not a remote position.