

## Director of Finance (DoF)

### Position:

*iSoft* is currently seeking a Director of Finance (DoF) to join our growing team. As a key member of the Executive Management team, the DoF will report to the Vice President and assume a strategic role in the overall management of the company. The DoF will have primary day-to-day responsibility for planning, implementing, managing and controlling all financial-related activities of the company. This will include direct responsibility for accounting, finance, forecasting, strategic planning, job costing, legal, property management, deal analysis and negotiations, investor relationships and partnership compliance and private and institutional financing.

The chosen candidate will be accountable for the accounting operations of the company, to include the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with generally accepted accounting principles and reporting standards.

### Responsibilities:

#### *Management*

- Provides leadership in the development for the continuous evaluation of short and long-term strategic financial objectives.
- Ensure credibility of Finance group by providing timely and accurate analysis of budgets, financial trends and forecasts.
- Take hands-on lead position of developing, implementing, and maintaining a comprehensive job cost system
- Direct and oversee all aspects of the Finance & Accounting functions of the organization, including the design of an organizational structure adequate for achieving the department's goals and objectives.
- Evaluates and advises on the impact of long range planning, introduction of new programs/ strategies and regulatory action.
- Establish and maintain strong relationships with senior executives so as to identify their needs and seek full range of business solutions.
- Provide executive management with advice on the financial implications of business activities.
- Manage processes for financial forecasting, budgets and consolidation and reporting to the Company
- Provide recommendations to strategically enhance financial performance and business opportunities.
- Ensure that effective internal controls are in place and ensure compliance with GAAP and applicable federal, state and local regulatory laws and rules for financial and tax reporting.
- Maintains and enforces a documented system of accounting policies and procedures

#### *Transactions*

- Ensure that accounts payable are paid in a timely manner, accounts receivable are collected promptly, and payroll is processed in a timely manner.

- Ensure that periodic bank reconciliations are completed and required debt payments are made on a timely basis.
- Maintain the chart of accounts, an orderly accounting filing system and a system of controls over accounting transactions

### *Reporting*

- Issue timely and complete financial statements
- Coordinate the preparation of the corporate annual report
- Recommend benchmarks against which to measure the performance of company operations
- Calculate and issue financial and operating metrics
- Manage the production of the annual budget and forecasts
- Calculate variances from the budget and report significant issues to management
- Provide for a system of management cost reports
- Provide financial analyses as needed, in particular for capital investments, pricing decisions, and contract negotiations

### *Compliance*

- Coordinate the provision of information to external auditors for the annual audit
- Monitor debt levels and compliance with debt covenants
- Comply with local, state, and federal government reporting requirements and tax filings
- Guarantee compliance with FAR clauses for which the company is subject to in the HR, Payroll and Finance areas.

### Desired Qualifications:

- BS in Accounting or Finance, MBA and/or CPA highly desirable
- 10+ years in progressively responsible financial leadership roles, Government Contracting industry.
- PC proficiency is essential (Windows environment) and strong working knowledge of QuickBooks Enterprise and Excel is preferred.

### Personal Attributes:

- Strong interpersonal skills, ability to communicate and manage well at all levels of the organization and with staff at remote locations essential.
- Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses
- High level of integrity and dependability with a strong sense of urgency and results-orientation.

Working Conditions: Primarily in an office environment. Periodic weekend or evening work is expected.

Supervises: All accounting staff

*\* Excellent benefits package including health/dental insurance, LTD/STD, Life Insurance and Simple IRA.*