



Position Description

POSITION TITLE: Vice President of Finance & Administration
POSITION CLASSIFICATION: Full time/Exempt
DATE: March 2023

POSITION SUMMARY PURPOSE

The Vice President of Finance & Administration is responsible for managing the complex financial operations, including payroll and benefits, of the Greater Sioux Falls Chamber of Commerce and its affiliate entities (Forward Sioux Falls, BIZPAC, Sioux Empire Housing Partnership, Start Up Sioux Falls, Sioux Falls Sports Authority and St. Patrick's Day Extravaganza). Further, this position ensures efficient and effective administrative processes, including but not limited to property management, human resources and legal communications.

REPORTING RELATIONSHIP

Reports to: President & CEO
Supervises: Employees in the Finance & Administration Department

REQUIRED SKILLS/ABILITIES

- Extensive knowledge of general financial accounting.
- Understanding of and ability to adhere to generally accepted accounting principles.
- Highly proficient with accounting software, preferably Microsoft Great Plains Dynamics with Management Reporter.
- Proficiency in Microsoft Office products and database programs.
- Working understanding of general human resources principles and employment law.
- Payroll expertise.
- Excellent written and verbal communication skills.
- Excellent interpersonal and customer service skills.
- Excellent time management skills with ability to work independently, multi-task and prioritize work.
- Problem-solving skills and extreme attention to detail.

RESPONSIBILITIES AND DUTIES

- In coordination with the President & CEO, create and role model a highly efficient, productive and positive work atmosphere focused on serving Chamber members/volunteers, the greater Sioux Falls community and the state of South Dakota.
- Oversee all accounting processes including accounts payable, accounts receivable, pledges, payroll, account reconciliations, maintaining general ledgers, monitoring cash flow and reserves, fixed assets and monthly financial report preparation.
- File required tax forms with federal, state and local government agencies.
- Manage the preparation of Chamber and Forward Sioux Falls budgets, budget analysis and budget control. Assist with budgets of other entities as needed.
- Prepare for and assistance with annual audits and tax returns.
- Manage human resources functions including maintaining employee benefit plans, employee files and updating of the Employee Handbook.

- Manage the Chamber's Budget & Finance Committee. Report on financial matters including presentation of the financial reports to the Board of Directors as needed.
- Coordinate with software vendor and IT management provider to maintain accounting software system and other IT systems.
- Serve as liaison with Commerce Center property manager?
- Perform other duties and assume other responsibilities as assigned.

EDUCATION

- Bachelor's degree in accounting or related field.
- Five years or more of accounting and administrative experience highly desired.

PHYSICAL REQUIREMENTS

- Prolonged periods of sitting at a desk and working on a computer.
- Able to lift up to 20 pounds.

ABOUT THE CHAMBER

The Greater Sioux Falls Chamber of Commerce ("the Chamber") is a multi-faceted 501(c)6 organization with a vision to be the innovative leader in building consensus and strategies that ensure the economic prosperity and quality of life in the Sioux Falls region. The Chamber is recognized as the four-county, 283,000-population region's premier member-driven business leadership organization, representing more than 1,900 member firms.

The Chamber is focused on key priorities that will impact greater Sioux Falls. These include economic and community development in partnership with the Sioux Falls Development Foundation and Forward Sioux Falls; member services including networking and business assistance; community development and quality of life initiatives; leadership programs for established leaders and young professionals; advocacy at the local, state and federal levels; and educational and workforce investment. The Chamber's unique role in the community includes an active Military & Veterans Affairs Committee that works closely with the four local military installations, the Chamber-sponsored annual Sioux Empire Livestock Show to showcase the importance of agriculture in the region, and the Community Appeals Committee, which qualifies and provides the orderly scheduling of capital fund drives of area nonprofit organizations.

The Chamber's \$3+MM budget is generated from membership investment, programming and Forward Sioux Falls (FSF). FSF is a joint venture nonprofit economic development partnership between the Chamber and the Sioux Falls Development Foundation, first launched over 30 years ago. FSF has witnessed the creation of nearly 70,000 new jobs, over \$7BB in construction and over 31,000 new housing units since 1990.

The Chamber has a 22-member Board of Directors and an 18-member staff. More information on the Chamber can be found on our website: www.siouxfallschamber.com

TO APPLY

Email a letter of interest and resume to gsfcc@siouxfalls.com. Review of candidates will begin April 17.