Position Title: **Director of Finance**  
Department: Finance  
FLSA Status: Exempt  
Reports To: Chief Financial Officer  
Effective Date: July 2023

Choose Chicago is the official sales and marketing organization responsible for bringing world-class conference events to McCormick Place convention center and promoting City of Chicago as a global visitor destination to business and leisure travelers.

**POSITION SUMMARY**

The Director of Finance position is a key position that will be responsible for the financial analysis, evaluation and report generation activities of the organization while working in tandem with our CFO and managing team members. This position will require a hands-on professional who enjoys rolling up his or her sleeves and working with the team to achieve organizational goals in order to continually strive to improve finance operations, policies, processes, cashflow, and efficiencies within the organization.

**ESSENTIAL RESPONSIBILITIES**

The Director of Finance position is responsible for maximizing the return on financial assets by ensuring compliance with financial policies, procedures, controls and reporting systems. This position will ensure legal and regulatory compliance for all accounting and financial reporting functions. The Director of Finance will also oversee/manage cost and general accounting, accounts receivable and payable, and budgeting. Description of responsibilities are described below, but not limited to:

- Monitoring and enforcing of financial policies and procedures.
- Protect assets by establishing, overseeing and enforcing internal controls. Provide status of financial condition of the organization by collecting, interpreting and reporting key financial data in tandem with CFO.
- Create, analyze and manage the business requirements and budgets of all departments to determine their needs are met.
- Manage budget and control expenses effectively to ensure cashflow.
- Provide financial analysis and projections as requested.
- Coordinate corporate credit card management.
- Prepare monthly general ledger and other account reconciliations.
- Manage closing timeline to ensure that all activity is captured and that all deadlines are met.
- Manage and develops staff effectively.
- Keep up-to-date on information and technology affecting functional areas to increase efficiency and ensure compliance.
- Perform ad hoc duties, such as monitoring cash and account balances; scheduling of annual audit, handling correspondence with IRS, state tax departments, etc., and participation in Finance Committee and Board Meetings in tandem with CFO.
- Any and all duties that are necessary for the success of Choose Chicago.

The ideal candidate must be detail oriented, loyal, conscientious, organized, reliable, flexible, a quick learner and a hard worker. Ability to work in a fast-paced environment and manage multiple priorities and deadlines is a must. Must be flexible and willing to do whatever it takes to accomplish organizational goals and meet the needs of staff and members.
MINIMUM QUALIFICATIONS

- Bachelor's Degree in Business, Finance, Accounting or similar field
- 7+ years' management experience in finance and accounting management
- Preferred experience with accounting software systems such as Microsoft Business Central
- Experience in managing staff
- Excellent organizational and leadership skills
- Experience in an association or non-for-profit organization preferred
- Detail oriented, conscientious, organized
- Adaptable to changing situations
- Professional in behavior and appearance
- Communicates clearly, both verbally and in writing
- Takes pride and ownership in their work
- Strategic thinker
- Seeking career growth, eager to continuously learn and expand
- Team player but ability to work independently and self-starter
- Willing to do whatever it takes to get the job done and pays enough attention to notice when something needs to be done
- Trustworthy, ethical and loyal

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS

- Ability to perform work utilizing a computer for extended periods of time
- Ability to sit for extended periods of time in performing the work
- Ability to grasp objects utilizing the fingers (fine motor manipulation)
- Ability to travel by ground transportation (includes personal and/or public transportation) as required in performing work
- Ability to work nights and weekends as needed - working evenings include, but are not limited to attending business events with leadership members, and venue openings/receptions/client appreciation events, media functions, etc.

TO APPLY:
This position offers a competitive salary + benefits package and hybrid work schedule. Qualified candidates should submit resume and include salary requirements to resumes@choosechicago.com

Choose Chicago
Human Resources Department
301 E. Cermak Road
Chicago, Illinois 60616
EMAIL: resumes@choosechicago.com
No Phone Calls
Choose Chicago is an Equal Opportunity Employer