



Superior Vocations Center Inc.
2320 Hill Avenue
Superior, WI 54880
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The Superior Vocations Center, Inc. (SVC) is recruiting an experienced professional to be our next **Business and Finance Director**.

Position

This leadership position is critical to SVC's success and requires exemplary attention to detail, highly developed interpersonal skills, the willingness and ability to stay abreast with technical innovations, business regulations and governmental compliance intricacies. Core competencies include the ability to motivate, engage and lead staff, creating an inclusive and effective team environment.

Under the direct guidance of the Executive Director, the Business and Finance Director is responsible for 4 major areas:

- Accounting
- Business Management
- Human Resources
- Executive Support

About Superior Vocations Center, Inc.

Superior Vocations Center is a non-profit community-based rehabilitation agency whose mission is to support individuals as they discover their dreams through meaningful employment and community engagement.

How to Apply

Interested and qualified applicants must submit an application, cover letter and resume to:

careers@audacityhr.com

Applications are available at our website: https://www.superiorvocations.com/?page_id=300

Closing Date

Sunday, March 15, 2020

Salary Range

\$50,000 - \$60,000 depending on education, skills and experience

Essential Functions, Roles and Responsibilities

Roles and responsibilities include, but are not limited to the following:

Accounting:

- Provides direct oversight for all financial processes for the organization
- Develops and maintains an effective overall accounting system and ensures accurate and timely financial reporting for the entire organization that includes detailed information for all programs/departments/lines of business
- Oversees all activities related to financial processes including, but not limited to accounts payable and receivable, including the authorization of payments for contracts, grants and expenditures
- Develops the agency budget with the Executive Director
- Carefully reviews all billing, including, but not limited to WI DOT, WI DVR, Inclusa, Iris, production work, and contracts with individuals and businesses for services provided
- Ensures the accuracy, integrity and timeliness of all financial accounting and reporting
- Ensures adherence to all financial compliance issues
- Serves as liaison with payroll provider
- Reviews and approves client payroll for accuracy
- Presents staff payroll to Executive Director for approval
- Provides for the orderly and timely delivery of the annual audit
- Supervises staff assigned accounting/bookkeeping/reception duties

Business Management:

- Provides direct oversight for all general business operations for the organization
- Ensures adherence to all business-related compliance issues
- Oversees risk and asset management on behalf of the organization with support from the Executive Director and Community Inclusion Program Manager
- Recommends, implements and manages operational procedures and assures that the business office is professional and in compliance with all policies, regulations and laws
- Continually monitors and manages spending, income and departmental budgets; performs frequent budget analysis; works to ensure that outcomes are achieved within budget and are tracked and reported; and keeps the Executive Director informed
- Ensures that our team members have the resources they need to complete their work
- Oversees first report of injury forms, WC claims and completes the annual reports for WC, OSHA and others

Human Resources:

- Provides direct oversight for all human resources processes for the organization
- Ensures adherence to all human resources-related compliance issues
- Assists Executive Director with the recruitment, hiring and onboarding of new employees
- Completes and files all required forms, paperwork, background checks, license verifications, etc. for employee, participant and contract employee files.
- Maintains, updates and organizes all employee files
- Assists the Executive Director on developing policies related to employees and keeping the Employee Handbook up to date
- Tracks and processes paid time off requests, leaves of absences and employee departures
- Assures that participant employee regulations are followed

- Works with the Executive Director to resolve employee and participant complaints and grievances
- Completes reports related to FICA, worker's compensation, unemployment claims
- Manages employee fringe benefits
- Keeps current on all governmental requirements related to employment

Executive Support:

- Assists in the preparation of the annual budget
- Produces and delivers financial reports to the Executive Director and Board of Directors
- Provides support to the Board of Directors as requested
- Completes special projects as assigned
- Maintain confidentiality

Additional Requirements:

- Regular and timely attendance to complete all job responsibilities
- Local and occasionally state-wide
- Other duties and tasks as assigned

Qualifications and Skills

Qualifications and Educational Requirements:

- Bachelor's degree in Business Management, Accounting or related degree, or equivalent professional work experience
- Three years of experience in a management position
- Technical fluency with Quickbooks and Microsoft Office Suite
- Experienced with data management and financial data analysis
- Valid driver's license, reliable transportation, vehicle insurance and a clean driving record
- Ability to pass a background check

Essential Skills:

- Ability to work effectively in an environment serving persons with disabilities and barriers to employment
- Ability and enthusiasm to support the mission of the organization
- Strong attention to detail and ability to focus
- Demonstrable planning and organizing skills
- Strong interpersonal, written and verbal communication skills
- Outstanding leadership abilities, professionalism and integrity
- Proven ability to adhere to confidentiality and HIPAA requirements
- Working knowledge of human resources compliance and the latest business policies and regulations
- Demonstrable analytical thinking & business insight
- Willingness to participate in community networking and/or service organization opportunities as a representative of Superior Vocations Center
- Commitment to open, respectful communication and a dedication to a positive team culture where everyone is responsible for our outcomes with participants

Desired Skills/Interests:

- Willingness to leverage personal and business relationships to assist our team in helping our participants obtain employment

Physical Demands

This position works at a computer for long periods of time and involves standing, sitting, bending and lifting of at least ten pounds.

Work Environment

This position is at the hub of a fast-paced organization. S/he must thrive in a busy setting with frequent interruptions, have the ability to prioritize and problem solve and the ability to work in a fluid environment, serving individuals with disabilities and barriers to employment. Proficiency with written and spoken English language is required.

Superior Vocations Center is an equal opportunity employer and fully subscribes to the principles of Equal Employment Opportunity. It is our policy to provide employment, compensation and other benefits related to employment based on qualifications, without regard to race, color, religion, national origin, age, sex, sexual orientation, marital status, veteran status or disability, or any other basis prohibited by federal, state, or local law. Applicants with disabilities are encouraged to apply and may request reasonable accommodation.