



Director of Finance

Job Description and Requirements

This is a senior level position and reports directly to the President/CEO.

The areas of responsibility include, but are not limited to the following:

- Financial Operations
 - Maintain good accounting procedures and separation of duties for Lakeview.
 - Assist President/CEO in development of policies and procedures
 - Oversee bookkeeping procedures for receivables and payables
 - Supervise Bookkeeper
 - Analyze monthly financial statements
 - Track trends
 - Find errors
 - Locate and analyze anomalies
 - Provide monthly statements to President/CEO and Board Finance Committee
 - Manage Lakeview loans, investments and endowments according to Lakeview policies
 - Oversee donation processing and their designated use
 - Oversee capital purchases
 - Manage capital building/construction project funds
 - Maintain operational cash flow and plan accordingly
 - Work with Administrative and Departmental staff to maintain budgets and propose annual budget for Board approval
 - Assist President/CEO in salary proposals and projections
- Payroll
 - Paychecks processing
 - Direct deposit ACHs
 - Monthly, Quarterly, and Annual tax returns and reports
- Oversee Retail
 - Supervise Gift Shop Manager
 - Snack Shack/Wohula Hut
- Guest Services
 - Supervise Director of Guest Services
 - Oversee usage reports and analysis
 - Oversee analysis and proposal for Lakeview rates

- Marketing
 - Supervise Director of Marketing
 - Work with Director to negotiate contract with marketing companies
 - Oversee Marketing analysis and reporting
- Insurance
 - Audits
 - Special property requirements
 - Risk assessments compliance
- Other tasks and duties as assigned by supervisor.

Certifications and experience necessary for this position:

- Bachelor's Degree
- 10 years of Accounting/Financial Management experience

Please Submit Resumes to:

Lakeview Methodist Conference Center

Attn: Josh Pulver

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