

# DIRECTOR OF FINANCE



IIW, P.C. (IIW) is seeking a Director of Finance to provide finance and accounting and goal setting to contribute to the successful growth of our firm. The Director of Finance will ensure IIW has the proper operational controls, administrative and reporting procedures, and systems in place to plan and implement finance and accounting programs. This is a full-time position in our Dubuque office.

The Director of Finance will be an integral member of the leadership team by providing strategic direction, developing growth plans, identifying and assisting with the management of business risks, and influencing operational activities across the organization. This position will report to the CEO.

## POSITION RESPONSIBILITIES

- > Responsible for financial compliance with applicable rules, internal control needs and requirements, regulations and contractual obligations.
- > Manage accounting, payroll, tax, insurance, credit, billing, and treasury functions.
- > Ensure that financial transactions, policies, and procedures meet the organization's internal control and regulatory requirements.
- > Provide accurate and timely financial reporting.
- > Oversee employee benefits plans and responsible for benefit administration, collaborating with Human Resources and outside sources to ensure appropriate legal compliance.

The Director of Finance may utilize outside consultant resources such as accountants, financial institutions, auditors, ESOP, and 401(k) plan administrators.

## EXPERIENCE/EDUCATION REQUIREMENTS

- > Bachelor's Degree in Accounting, Finance or related field.
- > 10+ years experience in a business financial managerial position.
- > A Certified Public Accountant or Certified Management Accountant is preferred.
- > Ability to analyze, interpret, and present financial data to leadership.
- > Advanced computer skills with proficiency in MS Office and Ajera software preferred.
- > Experience in professional services consulting is preferred.
- > Exceptional verbal and written communication skills.
- > Results-oriented, strategic thinker and planner with tactical skills.
- > Able to identify growth opportunities, process improvements and drive change.
- > Well-developed leadership skills, analytical and reasoning capabilities.
- > Outstanding organizational skills with high attention to detail.
- > High integrity and professional values.

## ABOUT IIW, P.C.

IIW, P.C. is an architectural, civil engineering, and land surveying professional services consulting firm. Founded in 1982, IIW, P.C. has 36 years of experience providing creative and innovative solutions to our clients. The firm presently has over 75 employees offering expertise in Architecture; Civil, Environmental, Municipal, Structural, and Transportation Engineering; Land Surveying; and Construction Services. IIW's corporate headquarters is in Dubuque, IA and has branch offices in St. Cloud, MN and Davenport, IA as well as satellite offices in Hazel Green, WI and Sherwood, WI.

## Our Culture

At IIW, we have been recognized as one of the best places to work in the industry by Zweig White. We know our people are what set us apart and we have worked hard to develop a culture of collaboration that continues to inspire our employees, clients and industry colleagues.

## Our Employees

We've created an environment that enhances our employees' professional development, work satisfaction and the ability to give back to our communities in a real, tangible way. We know our high employee satisfaction has a direct impact on our client satisfaction.

## Our Clients

We're committed to understanding what our clients wish to accomplish and become a trusted advisor providing the resources they need to reach their goals. That starts with building a team of diverse strengths that encourages new ideas and results in better quality and decision-making.

## Our Industry

We're continually partnering with other leading design experts in our field, respected contractors and regulatory agencies to ensure we deliver our clients and our communities the best practice and the best product based on their needs.

To learn more about IIW, P.C., please explore our website:

- > <http://www.iiwengr.com>

## HOW TO APPLY

Please submit a cover letter and resume:

- > Via Email: [human.resources@iiwengr.com](mailto:human.resources@iiwengr.com)
- > Via Mail: IIW, P.C.  
4155 Pennsylvania Avenue,  
Dubuque, Iowa 52002-2628