

<b>Job title</b>	<i>Director of Finance and Controller, U.S. Tire Manufacturers Association (USTMA)</i>
<b>Reports to</b>	<i>President &amp; CEO and Finance Committee</i>
<b>Located</b>	<i>Washington, DC</i>

### **Overview**

The Director of Finance/Controller is an officer of the organization, member of the senior management team, trustee for the organization's retirement plans, and liaison to the Finance Committee. As the only accountant on staff, the position is very hands-on, performing all day-to-day accounting activities. This is a local position with flexible remote work accommodations and will be expected to report to the office two days per week once COVID restrictions are lifted. USTMA is an equal-opportunity employer and qualified candidates of diverse background and experience are encouraged to apply.

### **Duties and responsibilities**

- Prepare, analyze and present financial reports to the senior management team (monthly), Finance Committee (at least 3 times per year) and Board of Directors (twice a year).
- As member of the senior management team, actively contribute to development and execution of Association organizational strategy.
- Work with senior management to develop and monitor the annual budget and cash flows and ensure financial health of the organization; make recommendations for improvement in budget development and management processes as appropriate.
- Maintain accurate financial records with appropriate supporting documentation including the general ledger, accounts payable and receivable trial balances, payroll, bank, investments, cash receipts and disbursements journals.
- Perform all day-to-day accounting activities including biweekly check runs, semimonthly payrolls, monthly bank reconciliations, quarterly dues billings, monthly account reconciliations, and entering journal entries.
- Develop, implement, and maintain the organization's accounting systems and internal controls recorded in the Accounting Manual and updated every three years.
- Facilitate the annual audit including the preparation of all required schedules and providing all requested documentation.
- Manage cash flows including billing of membership dues (quarterly), line of credit renewal and long-term and short-term investment policies.
- Comply with all federal and state tax and regulatory requirements for the Association and its retirement plans, including filing tax returns and discrimination testing.
- Provide government relations staff with the financial information needed for filing of all state and federal lobbying disclosure reports.
- Act as liaison with the organization's outside financial consultants and providers including auditors, actuaries, bankers, investment advisors, benefit broker, office and health insurance brokers and retirement plan administrators.

### **Experience and qualifications**

- Certified Public Accountant required
- Minimum 10 years accounting experience
- Minimum 10 years senior management experience
- Public accounting experience preferred
- Meticulous with a high degree of professionalism, accuracy, attention to detail, integrity and judgment.

*USTMA is committed to protecting its employees and their families from COVID-19. To that end, USTMA requires all employees to provide proof of full vaccination against COVID-19, including all recommended boosters, with reasonable accommodations to any employee who cannot comply with this policy for a legally protected reason. USTMA employees must follow all applicable government, building and USTMA policies regarding COVID-19 mitigation, such as masking, distancing and quarantine.*