



Vice President of Finance

Job Description

Department: Administration

Job Status: Full time

Reports to: President

Location: Albany, Ga

Position Summary

Invision Technologies, LLC is looking for a Vice-President of Finance to join our team. This position entails overseeing and owning all aspects of our financial operations, including payroll, receivables, payables, tax preparation, and encompassing administrative functions. As a senior-level leader within our executive team, this individual will work with fellow members of the executive team to create and maintain process improvements and efficiencies across all aspects of the company. This position is responsible for processing the financial activities of our organization to maximize company profits, reduce expenditures, and plan for continued growth. The desire and drive to provide administrative efficiencies, process improvements, and strategic decision making for the organization is a vital trait for this role.

This is a full-time position based in Albany, Ga.

Responsibilities & Duties

- Serve as a financial advisor to the President and the executive team for strategic planning purposes
- Oversee all sides of accounting operations, including payables, receivables, payroll, and tax preparation
- Develop, implement, and maintain financial controls and guidelines, including tracking revenue and expenses
- Process the financial activities of the organization to maximize profits and plan for growth
- Maintain internal safeguards for revenue receipts, costs, organizational budgets, and actual expenditures
- Implement consistent accounting policies, practices, and procedures across all programs, adhering to national, state and local legal standards as well as industry best practices
- Oversee and manage all accounts payable and accounts receivable functions
- Manage all payroll, employee benefits, and human resource duties
- Prepare budgets by establishing schedules; collecting, analyzing, and consolidating financial data; recommend plans as warranted
- Develop and support short- and long-term operational strategies
- Develop and enforce internal controls to maximize protection of company assets, policies, procedures, and workflows

- Oversee and support administration team with dynamic leadership that creates an environment of trust, productivity and efficiency
- Provide financial analysis, with emphasis on capital investments, pricing decisions, and contract negotiations.
- Other duties as assigned

Knowledge, Skills & Personal Qualities

- Demonstrate excellence in customer service
- Excellent verbal & written communication skills
- Demonstrate problem-solving strategies and practical knowledge
- Demonstrated ability to work in a fast-paced environment
- Time management, organization, communication is vital
- Understanding of applicable laws and regulations
- Understanding of economic principles, financial markets, and banking
- Ability to lead a team of 3-5 administrative employees

Required Qualifications

- Bachelors degree (or equivalent) in accounting or finance
- Minimum 5 or more years of experience as a senior-level accounting or finance manager
- Strong understanding of banking processes and financial data analysis
- Experience in managing payroll, with focus on streamlining accounting processes
- Exemplary history of financial project management
- Exceptional written and verbal communication skills
- Ability and desire to learn and adapt quickly
- Attention to detail

Benefits

- Comprehensive health care plan including options for Dental, Vision, and ST/LT Disability
- Employer-provided life insurance at no cost to the employee
- 401k retirement plan with company matching contribution; employees may participate after completing 1 year of service
- Monthly mobile phone stipend
- Salary commensurate with experience

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all employees.