



## Full-Time Accounting Manager

Sioux Falls Development Foundation

### Job Description

This employee will be responsible for performing various accounting and human resources functions for the Sioux Falls Development Foundation (Foundation). The Foundation currently provides accounting and/or payroll services for the Greater Sioux Falls Chamber of Commerce, Forward Sioux Falls, Sioux Empire Housing Partnership, Startup Sioux Falls and the Sioux Falls Sports Authority. This position will report to the CFO.

### Responsibilities and duties include but are not limited to:

Accounting and Finance responsibilities include assisting with or leading:

- Accounts Payable
- Accounts Receivable
- Payroll (semi-monthly, processed through ADP & CBI)
- Monthly close process: bank reconciliations, reconcile deferrals, accruals, and general ledger accounts
- Maintaining land development model and budget
- Federal tax returns, sales tax returns, and annual audits
- Budgeting and projections
- Fixed asset and depreciation schedules
- Preparation of monthly financial reports

Human resources responsibilities:

- Maintain well-organized personnel files and records
- Onboarding of new employees
- Company benefits management
- Time and attendance monitoring
- Maintain leave policies and records

Other responsibilities:

- Assist the CFO with committees and boards of directors as requested. This would include attending and taking minutes at meetings and/or other meeting preparation.
- Attendance at Foundation or Chamber events where additional support is needed. Assist with special projects and other duties as assigned.

### Qualifications:

- Four-year bachelor's degree in accounting or related field, and two years or more of experience in the accounting field.
- Proficiency in Microsoft Excel and other Office products
- Experience with Microsoft Great Plains Dynamics and Management Reporter is preferred
- Human resources knowledge
- Proficiency in English (both written and oral)
- Must be well-organized and attentive to detail

TO APPLY: Interested candidates should submit a cover letter and resume with references by November 15<sup>th</sup>, 2023, to: Cory Buck, CFO, Sioux Falls Development Foundation, 200 N. Phillips Ave., Suite 101, Sioux Falls SD, 57104, or email to [coryb@siouxfalls.com](mailto:coryb@siouxfalls.com).