The Siouxland Chamber of Commerce
The Siouxland Initiative
Director of Finance
Job Description

Reports to: President
FLSA Status: Salaried
Approved: December 2025

Position Summary

The leading Siouxland area business advocate, the Siouxland Chamber of Commerce represents its investors by promoting the economic welfare and the quality of life for the tri-state region. The Siouxland Initiative (TSI) is part of and works in cooperation with the Siouxland Chamber of Commerce. TSI is responsible for regional economic development, recruitment, retention and expansion.

This position is responsible for payroll, and the detailed financial analysis of all functions of the Siouxland Chamber, The Siouxland Initiative and the Siouxland Chamber Foundation including payroll, accounts payable, accounts receivable and general ledger. This position reports to the Chamber President, working in concert with all other chamber employees. This position also executes the administrative functions of Dakota Valley Business Council.

Essential Duties and Responsibilities

Finance

- Handles all accounting functions for the Siouxland Chamber of Commerce, The Siouxland Initiative and the Siouxland Chamber Foundation to include:
    - Processing of bi-weekly payroll/Flex Plan, 401(k), and Payroll Tax deposits
- Processes monthly Invoices and Statements
- Receives and records payments for dues, pledges, events, and miscellaneous transactions via check, cash, credit card and ACH.
- Maintains all bank accounts and balances to ensure sufficient funds.
- Invests excess funds accordingly to optimize interest income.
- Prepares financial statements and financial reports for the Siouxland Chamber of Commerce, The Siouxland Initiative, and the Siouxland Chamber Foundation and the Dakota Valley Business Council leadership on a monthly basis.
- Works with management and board treasurer to prepare and execute annual budget projections.
- Coordinate with appropriate staff on past due accounts on a monthly basis and make necessary contact with investors on collection
- Prepare quarterly and annual payroll tax reports
- Maintain petty cash/cash boxes for committee meetings
- Coordinate and assist CPA firm with annual audit process

Insurance

- Communicates with appropriate companies on Property Liability, Work Comp, D&O and Health insurance plans including renewal and maintenance
- Coordinates annual review of 401(k) and Section 125 plans with staff
- Administration of health/dental/life insurance policies and all related benefits including 401(K).

- Administration of Cafeteria Plans.

Information Technology

- Leading the organization in the research and implementation in upgrading and maintaining the Chamber's technology infrastructure
- Provides technical support to staff members and requests outside assistance when needed

Other

- Processes newly hired and outgoing personnel
- Coordinates United Way Campaign annually.
- Coordinates building maintenance, including coordinating landscaping, lawn service, sprinklers, window washing, janitorial service, heating and a/c, snow removal, etc.

Competency

To perform the job successfully, an individual should demonstrate the following competencies:

- Demonstrates persistence and overcomes obstacles
- Meets commitments
- Maintains confidentiality
- Demonstrates accuracy and thoroughness
- Collects and researches data
- Demonstrates attention to detail
- Exhibits sound and accurate judgment
- Identifies and solves problems in a timely manner
- Able to deal with frequent change, delays, or unexpected events
- Responds promptly to investors' needs
- Displays passion and optimism, inspiring trust and respect
- Remains open to others' ideas and tries new things
- Pursues personal and professional training and development opportunities
- Contributes to building a positive team spirit
- Works ethically and with integrity
- Upholds organization's values
- Uses time efficiently

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Business Degree from a college or university; or three to five years related experience and/or training; or equivalent combination of education and experience.

Communication Skills	**Mathematical Skills**
• Writes routine reports and correspondence • Reads and interprets written information • Speaks clearly and responds well to questions	• Calculates figures and amounts such as discounts, interest, commissions, proportions and percentages • Must display excellent math skills
Reasoning Ability	**Other Skills and Abilities**
• Defines problems, collects data, establishes facts drawing valid conclusions	• Cost accounting experience is essential

Computer Skills

To perform this job successfully, an individual should have knowledge of

- Microsoft Word
- Microsoft Excel
- QuickBooks
- Database software