



Director of Finance & Administration, Overland Park Chamber of Commerce, Overland Park, KS

The Overland Park Chamber's core purpose is to make our community prosper. We seek a Director of Finance & Administration to collaborate with our leadership to develop and execute our Chamber's strategic plan. The Finance Director will lead our finance, human resources, and operations to ensure our organization's financial health and sustainability for our membership and community.

The Finance Director is responsible for accounting for the Chamber, Economic Development Council, Opportunity NOW, and Foundation; leads budgeting and forecasting; and oversees database management. This role is responsible for the team's human resource functions and operations of the Chamber Foundation Building. The role requires excellent accounting, organization, oral and written communication, and multi-tasking skills. Attention to detail and ability to work in a team environment is essential.

Requirements include a bachelor's degree in accounting or related field. Minimum of five years of experience in accounting or bookkeeping preferred. Strong financial analysis and reporting, budgeting and forecasting skills, with nonprofit financial management a plus.

Competitive salary and benefits will be provided based on qualifications, including health, life and disability insurance, 401(k), and cell phone allowance.

The Chamber is an Equal Opportunity Employer.

More information about Overland Park and the Chamber can be found at www.opchamber.org. A full job description is [here](#)

Send resume, cover letter, references and salary requirements to: resume@opchamber.org or: Overland Park Chamber of Commerce, Director of Finance and Administration Search, 9001 W. 110th Suite 150, Overland Park, KS 66210; or. Resumes will be accepted until the position is filled.