

Director of Finance

The Director of Finance reports to the Chief Executive Officer (CEO). This position supports the internal facing business activities to include: (1) Financial planning, budgeting; forecasting and modeling, financial metrics & analysis, management reporting as well as elevating detailed analysis into high level executive summary for Board presentation; and (2) Sales Operations and reporting, including working closely with other senior leaders within the company to drive growth and seek improvements in operational processes such as sales operations, billings, commissions, customer agreement management.

The successful candidate must have strong leadership ability, strategic viewpoint and an ability to “see around corners” to anticipate threats and opportunities. He or she must be a grounded individual and collaborative team player who identifies and promotes a "best practices" approach to improve efficiency and overall performance of all aspects of the business.

Responsibilities:

- Drive the process and preparation of annual operating budget and monthly / quarterly forecasts and annual plan.
- Monitor and analyze monthly operating results against budget and [assist in](#) the preparation of financial outlooks and financial forecasts
- Create quarterly forecast scorecard to evaluate effectiveness of the forecast process. Lead recommendations for improvement in forecast process.
- Work with managers to understand the operating results, develop trend analysis, provide accounting support and be a resource for needs of the business.
- Recommend benchmarks for measuring the financial and operating performance
- Support the Sales organization from an operational perspective contact management, renewal, commissions, and performance tracking.
- Assist in certain customer contract negotiations
- Identify issues, areas of risks, areas of financial opportunity; coordinate follow-up requirements, including management review meetings when necessary.
- Prepare summary quarterly business review presentations and various ad-hoc analysis & special projects
- Ensure reports provide actionable insight into the levers of the business

Desired Skills and Experience:

- Bachelor's degree in Accounting, Finance or related area required. MBA and/or CPA preferred.
- Minimum of 15 years of experience including 5 years as a Sr. Director of Financial Planning & Analysis.
- Exceptionally strong analytics, as leveraged through strong Excel skills, advanced-level MS office computer skills, presentation and PowerPoint skills are required.
- Familiarity with Salesforce a plus.
- Strong communication skills, comfortable interfacing with all levels of

- management and works well cross-functionally in a team environment.
- Possesses broad and deep financial and operational experience in technology.
- Proven track record leading Finance and Accounting within a high-growth dynamic organization.
- Superior leadership, motivation, strategic planning, and general business abilities.
- Ability to multi-task in a complex, fast-paced business; detail-oriented without being a micro-manager.
- Concise, deliberate communicator, able to effectively engage with all levels of leadership.
- Experience contributing to executive team and board-level corporate decisions and strategy, preferred.
- Background in technology/software or SaaS environment

Personal Characteristics:

- Results driven, energetic, creative and hard-working, with a commitment to the highest quality of care and service. Has a reputation as a leader who “gets things done”.
- Ability to work with management to obtain results with good political savvy.
- Collaborative, yet a natural decision maker.
- A proven leader with a positive attitude who has an open and straightforward operating style.
- Ability to respectfully and graciously enter the organization and build trust and relationships, while maintaining a balanced ego.
- Experienced learner with sound planning, forecasting, problem-solving, analytical, financial modeling and technical skills; must have the ability to achieve operational excellence through others.
- Deeply authentic with an inspirational leadership style; the ability to lead by example.

Please submit your resume in Word format (.doc) to mjaffe@prelert.com