

Director of Finance & Administration

Missouri Cattlemen's Association

The Missouri Cattlemen's Association (MCA) is seeking a highly organized, detail-oriented and motivated professional to serve as its Director of Finance & Administration.

This leadership position plays a critical role in ensuring financial stability, operational efficiency and organizational success of the association. The ideal candidate will possess strong financial management skills, experience in human resources and a commitment to supporting the mission of Missouri's cattle industry.

Working closely with the Executive Vice President, the Director of Finance & Administration will oversee the association's financial operations, personnel administration and internal policies while helping guide long-term organizational growth.

KEY RESPONSIBILITIES

Financial Management & Strategic Planning

- Develop and manage the association's annual operating budget.
- Monitor expenditures, analyze financial performance and prepare revenue and expense forecasts.
- Provide financial guidance to the Executive Vice President and Board of Directors regarding major purchases, investments, staffing, reserves and long-term financial planning.
- Monitor cash flow, bank accounts, investments and financial obligations to ensure fiscal stability.
- Assist the Executive Vice President in evaluating staffing needs, compensation structures and organizational efficiency.

Accounting & Financial Compliance

- Oversee accurate accounting and reporting of organizational revenues and expenditures.
- Manage account reconciliations and maintain accurate financial records.
- Ensure timely and accurate completion of tax filings, payroll reporting and other financial obligations.
- Coordinate with external accountants, auditors and financial professionals.
- Maintain compliance with applicable financial regulations and reporting requirements.

Human Resources & Personnel Administration

- Oversee payroll administration, employee insurance and benefits programs.
- Coordinate employee evaluations, compensation adjustments, promotions and professional development opportunities.

- Assist with recruitment, including preparing job descriptions, posting vacancies, screening applicants and coordinating interviews.
- Manage employee onboarding and maintain accurate, confidential personnel records.
- Assist the Executive Vice President with employee relations, workplace concerns, performance improvement plans and disciplinary matters.
- Help ensure compliance with applicable state and federal employment laws.

Organizational Administration & Policy Development

- Maintain and update the employee handbook, personnel policies and administrative procedures.
- Develop and implement internal processes that improve efficiency, accountability and organizational effectiveness.
- Ensure proper documentation, recordkeeping and confidentiality of financial and personnel information.
- Support the Executive Vice President in organizational planning and administrative decision-making.
- Identify opportunities to strengthen internal operations and support the association's continued growth.

QUALIFICATIONS

Preferred qualifications include:

- Bachelor's degree in accounting, finance, business administration, human resources or a related field, or equivalent professional experience.
- Experience in financial management, budgeting, accounting or organizational administration.
- Working knowledge of payroll administration, employee benefits and human resources practices.
- Familiarity with state and federal employment regulations.
- Proficiency in accounting software, Microsoft Office and financial reporting systems.
- Strong organizational, analytical and problem-solving abilities.
- Excellent written and verbal communication skills.
- Demonstrated ability to handle confidential and sensitive information with professionalism and discretion.
- Ability to manage multiple responsibilities, meet deadlines and work independently.

Experience working with nonprofit organizations, membership associations or agricultural organizations is preferred but not required.

THE IDEAL CANDIDATE

The successful candidate will be a proactive problem-solver who understands that strong financial management and effective administration are essential to a successful organization.

We are looking for someone who demonstrates sound judgment, takes ownership of responsibilities, values accountability and can work collaboratively with staff and leadership.

Above all, the ideal candidate will be committed to helping the Missouri Cattlemen's Association operate efficiently, responsibly and effectively as it serves Missouri's cattle producers.

HOW TO APPLY

Interested applicants should submit the following:

- Current résumé
- Cover letter
- Professional references

Application Deadline: October 31, 2026

Submit application materials to:

careers@mocattle.com

ABOUT THE MISSOURI CATTLEMEN'S ASSOCIATION

The Missouri Cattlemen's Association is a membership-based organization dedicated to advancing the interests of Missouri's cattle producers. Through advocacy, education, leadership and industry engagement, MCA works to protect and strengthen Missouri's beef cattle industry.