



## Director of Finance

TITLE: Director of Finance  
CLASSIFICATION: Full Time  
SUPERVISOR: Executive Director

### **POSITION SUMMARY:**

The director of finance will be responsible for establishing financial policies, procedures, controls and reporting systems. Under the supervision of the executive director, this critical role will ensure legal and regulatory compliance for all accounting and financial reporting functions. The director of finance also oversees costs and general accounting, accounts receivable and payable.

### **DUTIES:**

- Guide financial decisions by establishing, monitoring, and enforcing policies and procedures.
- Protect assets by establishing, monitoring, and enforcing internal controls.
- Maximize return and limit risks on cash by minimizing cash balances and making investments.
- Analyze and present financial reports in an accurate and timely manner. Clearly communicate monthly and annual financial statements, as well as oversee all financial accounting and accounting for projects, programs, and grants.
- Coordinate and lead annual audit process, work with external auditors and the finance committee of the board of directors, and implement changes when necessary.
- Oversee annual budget and planning process in conjunction with the executive director. Administer and review all financial plans and budgets, monitor progress and changes, and keep senior leadership abreast of the organization's financial status.
- Manage budget and control expenses effectively.
- Hire, train, develop, and appraise staff effectively. Take corrective action as necessary on a timely basis and in accordance with company policy. Consult with human resources as appropriate.

- Update and implement all necessary business policies and accounting practices, and improve the finance department's overall policy and procedure manual.
- Effectively communicate and present critical financial matters to the board of directors.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in accounting/finance and a minimum of five years of experience in financial management or accounting with supervisory responsibility.
- Demonstrate financial management and accounting skills.
- Experience with the nonprofit sector and/or ministerial organizations.
- Experience working with Microsoft Access, Excel, Word, Power Point, as well as other financial management software.
- Ability to work effectively and accurately on multiple tasks in a fast-paced environment.