

Director of Finance

Source is looking for someone who desires to work for a Christian Non-Profit to oversee the finances of the organization.

Compensation: \$27-\$32 depending on experience (hourly)

Hours per Week: 25-28

Classification: Part-Time

Education: Bachelor's degree in Accounting, Finance, Business Administration or related fields

Competencies:

- Extensive experience with QuickBooks, Access, Microsoft Excel and Word
- Audit experience preferred
- Self- Motivated, ability to work independently, good at and enjoys follow through & finishing
- Payroll experience
- Ability to solve problems
- Detail Oriented

Job Summary-

Accountant:

Oversees the accounting, bookkeeping and financial practices within Source including, but not limited to; accounts payable, accounts receivable, contributions, bank reconciliations, general ledger (balance sheet, profit & loss statements), donor and renter statements. Assists in the preparation of FY budgets. Provides financial reporting to the board upon request, including each board meeting. Files corporate tax reporting to the state and federal government. Checks and balances on Best Practices for a corporation with limited staffing.

- Supervise any other staff or volunteers needed for financials with Source
- Oversees the annual review/audit
- Annual insurance renewals, City license
- Annual ECFA renewal
- Payroll – processes twice monthly; tax filings; Simple IRA distributions. Maintains records on vacation and sick pay
- Assist with any financials for foundations and grants

Bookkeeping

MAIL

- Picks up and distributes mail weekly (currently Tuesday mid-day)

ACCOUNT RECEIVABLES (INCOME)

- Donor Contributions/ online and checks
- Registrations for Events
- Rent/invoice and late notices
- Miscellaneous Income
- Prepares deposit and does the deposit

- Records in Access/Breeze
- Records in Quickbooks
- Records on Excel Spreadsheet (Donors & Rent)
- Sends out YTD donor statements in Nov. and Year End Statements in Jan. for prior year (Source has 4 times a year when there are increased donations May- Golf Tournament, September- Fiscal Year end Fundraiser, November/December receipts from the Fall Banquet, and December/January Annual Year End Campaign)

ACCOUNTS PAYABLE

- Obtains invoice approval when applicable (expenses in excess of \$600) from manager
- Enter invoice into Quick Books
- Prepares payment on a timely basis (either ACH or check)
- Sign checks or have Executive Director sign checks
- Prepares and send invoices to renters each month – track and follow-up on late payments

CRM

- Add new donors
- Keep CRM updated when notified of address, phone and/or email changes
- Reconciling Visas and Staff and Program Expenses

MISCELLANEOUS

Manage Benefits

- Be the Source contact with Health Insurance Broker, IRA Broker and the administrator for companies we have contracts with
- Communicate with new staff and onboard with benefits (notify broker of new hire and plan benefits eligibility dates)
- Liaison to Associate Director regarding annual benefit renewal and contribution amounts.

Working Relationships

- External: Limited interface with bankers, donors, renters and vendors – on an as-needed basis
- Internal: Reports to: Executive Director
- Works closely with the Director of Operations, Also interfaces with all staff on an as-needed basis

General

- Pray regularly for Source, the mission and operations of Source, Donors, Staff & Volunteers
- Invited to participate in at least 1 prayer time with the Source team a week
- Attending and involved with our Annual Fundraisers (Golf Tournament, Fiscal Year End, Fall Gathering and Annual Year End)
- Be involved in Staff Community and Development times: Christmas Party, Staff Retreat, Conference, Annual Family Picnic, Special times of Prayer and Worship etc. Recommended to have 2-3 people outside of Source praying for you and Source on a regular basis.