

CHRISTIAN CHURCHES UNITED  
JOB DESCRIPTION

**DIRECTOR OF FINANCE**

TITLE: Director of Finance

REPORTING

RELATIONSHIP: Reports to the Executive Director of Christian Churches United

PRIMARY

WORK PLACE: Christian Churches United Administrative Office, 413 S. 19<sup>th</sup> St., Harrisburg

PURPOSE OF

POSITION: To maintain an efficient and accountable Financial Office for all of CCU's programs and fund balances, as well as provide financial administration and monitoring of all grant funding.

CLASSIFICATION: Full-time (min. 37.5 hours/week), Exempt

QUALIFICATIONS:

- Bachelor's degree in Accounting or related field with five years of accounting experience, preferably in a non-profit or government setting.
- Knowledge of general accounting principles, general ledger, accounts payable/receivable, payroll and payroll taxes.
- Experience in using Quickbooks accounting software.
- Knowledge of non-profit fund accounting.
- Experience in grant reporting.
- Experience in budgeting of multiple funds.
- Strong affirmation of CCU's Mission, and experience and interest in working with individuals from diverse cultural, ethnic, socio-economic and theological backgrounds.
- An understanding of the non-profit, voluntary and social services sector.
- Physical ability to carry out the above duties is essential. This includes, but is not limited to: Sitting or standing for extended periods of time (2 hours or more), reaching above shoulder height, bending, stooping and lifting up to 40 lbs., and ability to climb multiple flights of stairs.
- Acceptable Criminal background and child abuse history checks
- A valid driver's license and reliable vehicle.

RESPONSIBILITIES:

GENERAL

- Maintain general ledger on accounting software.
- Coordinate fiscal accounting entries, accounts receivable/payable, and management of receipt and expenditures for all CCU's programs, grants and fund balances.
- Reconcile all accounts and funds on a monthly basis.
- Report to and advise the Finance Committee regarding the current financial state of CCU, including, but not limited to, analysis of variance against budget and year over year trends. This includes attending Finance Committee meetings on a regular basis.
- In conjunction with Office Administrator, maintain positive relationships with vendors
- Coordinate all CCU banking activities and relationships.

- Track and file all necessary IRS 1099 forms.
- Oversee bi-weekly payroll in conjunction with Office Administrator and outside payroll vender.
- Perform other duties as may be assigned by the Executive Director.

#### GRANT MONITORING AND INVOICING:

- Track and code all expenditures to appropriate grants, developing grant allocation protocols which meet all grant requirements.
- Prepare invoices and reports as needed for all grantmaking entities.
- Continually monitor status of all grant receivables and inform the Executive Director of any grant receivables that are delinquent.

#### REPORTS

- Produce monthly financial reports.
- Manage the fiscal reporting of grant funds and billings.
- Coordinate, in conjunction with outside auditing firm, the compilation of the annual audit and IRS 990 form.

#### BUDGET & PLANNING

- Produce annual agency budget for approval of the Board of Directors in conjunction with the Executive Director and Finance Committee.
- Produce all grant budgets in conjunction with the Executive Director and Program Managers.
- Assist Executive Director and Program Managers in assessing new grant and programs/grant opportunities in relation to their fiscal impact and sustainability.
- Monitor and evaluate annually contracted expenses (such as benefit premiums), as well as monthly expenditures, in conjunction with Program Managers and Executive Director to keep costs within budget