

CHRISTIAN CHURCHES UNITED
JOB DESCRIPTION

PART-TIME 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. 19th St.

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 grant funding.

CLASSIFICATION: Part-time hourly, averaging 20 hours/week, Exempt

QUALIFICATIONS:

- Bachelors degree in Accounting with five years of accounting experience, preferably in a non-profit or government setting.
- Knowledge of general accounting principals, 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.
- In conjunction with Office Administrator, 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.
- In conjunction with the Executive Director, report to and advise the Finance Committee regarding the current financial state of CCU, attending meetings of the committee on a regular basis.

- In conjunction with Office Administrator, maintain positive relationships with vendors and manage 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 vendor.
- Perform other duties as may be assigned by the Executive Director.

GRANT MONITORING:

- Track and code all expenditures to appropriate grants, developing grant allocation protocols which meet all grant requirements.
- Prepare invoices and financial reports as needed for all grantmaking entities.
- Process documentation and payments to partner organizations which receive funding under grants for which CCU is the fiscal agent.

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

- 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.
- 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