



Job Title: Director of Finance and HR

Date Prepared: March 11, 2019

Reports To: Executive Director

Status: Full-Time, Salaried

Summary:

The Director of Finance and HR is responsible for all of Hope Ministries' Finance and Human Resources functions.

Qualifications:

1. Ministry:
 - a. Willingness to fully embrace the Hope Ministries Grace Model.
 - b. Personal commitment to living according to the standard of Christlikeness.
 - c. Personal commitment to living in an authentic Christian community outside of Hope.
2. Education and Experience Required:
 - a. Relevant four-year degree and a minimum of four years of experience as a nonprofit accountant/finance professional.
 - b. Experience managing payroll and employee benefits.
 - c. Supervisory and leadership experience.
 - d. Ability to set priorities, fulfill responsibilities and organize department with minimal supervision
 - e. Knowledge of Abila MIP Accounting software and DonorPerfect donor management software is strongly preferred, but not required.
 - f. Strong administrative skills and attention to detail.
 - g. Understanding of people struggling with poverty and/or homelessness.

Duties:

1. Design, implement, and maintain all accounting systems and controls.
2. Prepare financial statements, budget (variance) analyses, cash flow reports and other reports as required.
3. Manage gift entry and accounts payable functions.
4. Perform accounting, grant management, and financial reporting for various grants.
5. Prepare and monitor the annual budget.
6. Work with outside auditors to ensure timely completion of the annual audit and 990.
7. Work with Stewardship Coordinator to handle mailed-in donations and make bank deposits.
8. Manage timekeeping functions and prepare payroll every other week.
9. Manage all employee benefits.
10. Manage personnel files and ensure all appropriate employee paperwork and reporting is completed on a timely basis.

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11. Manage all personnel policies and ensure they are communicated to and affirmed by employees and volunteers.
12. Risk Management – oversee Hope’s risk management program and ensure Hope maintains all appropriate insurance coverage.
13. Technology – serve as the point person for Hope’s outside IT support firm.

Submit resume and letter of interest to:

David Vanderveen

Executive Director

dvanderveen@hopesb.org