



Position Title: Director of Finance

Reports to: Chief Executive Officer

FLSA Status: Exempt, Salaried

Job Type: Full-Time

Compensation: \$55,000 - \$70,000, commensurate with experience

Work Week: 40 hours

Job Summary

Reporting to the Chief Executive Officer, the Director of Finance is responsible and accountable for the administration, organization, and management of all financial, payroll, and information technology services necessary for the effective operation of the Erie City Mission. As a director level position, this individual is also a part of the Mission's Senior Team.

This role will occasionally be asked to present financials at board meetings.

Responsibilities

Essential Functions:

- Prepare monthly financial statements on a timely basis. This includes the accounts receivable and accounts payable systems and their reconciliations. Cash receipts, cash disbursements, and journal entries required to produce the general ledger in accordance with the administrative policies and procedures of the Mission.
- Budgets: responsible for the preparation of the annual operating and capital budgets with input assistance from the department heads in accordance with the policies and procedures of the Mission.
- Payroll and Benefits: working through the HR manager, responsible for the payroll system and the accounting for the payroll and benefits in accordance with the policies and procedures of the Mission.
- Year End Reporting: ensures the year-end accounts are properly recorded and assists the Auditor with the annual audit of the books and records of the Mission in accordance with Generally Accepted Accounting Principles.
- Grants/Subsidies/Rebates: responsible for claiming all grants, subsidies, and rebates owed to the Mission in accordance with government legislation, contracts, or other negotiated agreements.
- Statistics and Government Reporting: ensures all required financial statistics and government reports are filed as required.
- Internal management reporting and analysis as applicable.
- Policies and Procedures: reviews and updates applicable administrative policies and procedures.
- Leadership Team: functions as part of the Leadership Team within the Mission.

- Manages and directs the work of all business office operations.
- Working with IT Vendor: assumes operational oversight responsibilities for the organizational information technology program.
- Supplies accurate reports and information in an advisory capacity to the CEO. Attends Finance Committee meetings as a guest and reports on the finances of the Mission.
- Banking: point of contact with banking and investment entities. Oversees movement of finance between accounts and institutions at the direction of the CEO and Finance Committee.
- Internal Controls and Continuous Quality Improvement: in collaboration with the CEO, ensure that a strong system of internal controls and environment of continuous quality improvement exists within all functional areas within the scope and duties of this role. The chosen candidate's curiosity will play a fundamental role in this position by continuing to cultivate new ways to improve processes, policies, and procedures. The selected candidate will have the opportunity to provide direct feedback to leadership on time-saving initiatives and leverage existing systems to improve efficiency.

Non-Essential Functions:

- Participate with grant process, dashboard reporting, and strategic planning.
- Participate in ongoing education as deemed necessary.
- Create new processes when necessary and maintain a culture of excellence.
- Provide spiritual mentoring to staff, program participants, and volunteers within the flow of the operation.
- As a leader always work toward a positive culture that honors God.
- Represent the Erie City Mission and the CEO internally and externally in a professional manner.
- Other duties as assigned.

Education & Experience

A bachelor's degree in accounting or related field required with MBA or CPA preferred. This position requires a minimum of three years' experience in a leadership role. Prior experience in the non-profit and Capital campaign experience a plus.

Skills & Abilities

The Erie City Mission considers every position one of Christian ministry and every person a vital and valued part of our team. Therefore, it is essential that all employees of the Erie City Mission have a personal relationship with Jesus Christ and subscribe to our Statement of Faith and Core Values.

- This position requires a person who is a proven, capable leader, a problem solver, and has an attitude of service. The candidate should have the ability to form effective working relationships with directors, managers, program participants, volunteers, and ministry staff.

- Strong computer skills, including proficiency with Microsoft Office: Word, Excel, Outlook, PowerPoint.
- Detail oriented; demonstrating accuracy working with data entry and analysis.
- Excellent interpersonal, organizational, and problem-solving skills.
- Possess strong verbal and written communication skills.
- Ability to speak effectively before groups or employees of the organization.
- Adaptable and flexible to situations and priorities.
- Ability to prioritize work and multitask while adhering to deadlines.
- Must be willing to sign the Erie City Mission statement of faith and be able to demonstrate a commitment to our mission and goals.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is primarily sedentary, sitting for long periods of time and is regularly required to stand, walk, use hands to finger, handle, or feel, and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl, and taste or smell.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/ or move up to 25 pounds and occasionally lift and /or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Contact with a computer screen for long periods of time is required.

Compensation and Benefits

\$55,000 - \$70,000 annually. Competitive salary wages will be commensurate with experience.

Full-time employees after 90 days receive:

- 401(k) with generous 5% company match
- Dental and basic life insurance
- Short- and long-term disability
- Paid sick and personal days (9)
- Paid holidays (10)

Other full-time employee benefits include:

- Health insurance
- Paid vacation days
- 30-minute paid lunch
- Free on-campus lunch

Any offer of employment from the Erie City Mission is contingent upon the successful completion of:

- Background check
- Drug test
- PA Child Abuse History