

MorningStar Mission Ministries, Joliet, IL
Director of Finance and Accounting
Position Summary:

Provide leadership in the finance department, in accordance with MorningStar Mission purpose and goals. Partner with the Executive Director to manage the financial affairs of the organization and with preparation of financial analysis of operations, including interim and final financial statements with supporting schedules. Manage department and staff, providing financial information about MorningStar Mission's activities that will assist leadership and the Board in making educated economic decisions regarding MorningStar Mission.

Summary of Responsibilities:

- Prepare and provide timely financial reports to and Executive Director.
 - Handle monthly and year end closing process and production of financial statements to guarantee timely reporting.
 - Prepare comprehensive monthly income statement reports by cost center, ministry center and funding source.
- Effectively communicate and present the critical financial matters to the Executive Director. Requires ability to understand and predict trends and to forecast potential/likely scenarios and solutions.
- Coordinate the organization's activities related to the annual external audit.
- Insure proper and timely filing of tax returns and reports.
- Oversee and facilitate annual budgeting and planning process in conjunction with the Executive Director.
- Oversee and direct all payroll, accounts receivable and payable and resolve disputed billings.
- Remain up to date on nonprofit best practices including state and federal law regarding nonprofit financial management and operations. Includes Thrift Store certification compliance.
- Manage and oversee departmental staff and the activities of the finance department, ensuring fiscal integrity and organizational alignment.
- Manage MorningStar Mission finances within a stewardship mindset and in accordance with ECFA guidelines and standards.

- Operate and maintain systems and controls which verify the integrity of financial systems, processes and data, and enhance the organization's value.
- Accurately account for the financial transactions of the organization:
- Maintain MSMM's QuickBooks accounting system for the general operating budget.
- Collaborate with the Executive Director with the risk management function within the organization:
 - Initiate the assessment of property, casualty and other business insurance needs and recommend actions to ensure adequate coverage to protect mission assets.
- Option to work remotely up to 2 days per week.
- Budgeted salary for this position: \$80,000

Skills and Qualifications:

- Mature Christian who possesses a stewardship mindset with regard to finance and ministry
- Experience managing the Finance function for a non-profit
- Knowledge of and subscription to ECFA and GAAP guidelines and standards
- Exceptional degree of accuracy, detail orientation, and organization
- Extensive and comprehensive knowledge and application of standard accounting functions
- Makes decisions according to sound Biblical principles and Accounting standards all in alignment with MSMM mission and core values
- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds
- Computer literate; extremely proficient in Microsoft Office Suite

Education and Experience:

- Bachelor's degree in accounting
- Master's degree in accounting, business administration, or CPA credential
- Minimum 5 years of related nonprofit financial experience with an increasing amount of responsibility
- Minimum 2-4 years supervisory experience in a non-profit setting

Faith-Alignment Requirement:

MorningStar Mission Ministries is a privately funded 501 (c)3 non-profit, non-denominational Christian ministry. Our designated purpose is religious and we are a Christ-centered ministry which is dedicated to sharing the Gospel and relieving the physical and spiritual needs of the poor. We consider every position to be essential in the fulfillment of our ministry. As such, each employee (other than temporary or part-time thrift workers) must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

Be able and willing to share the Gospel and participate in all of the ministry activities of the MorningStar Mission;

Subscribe to the MorningStar Mission Statement of Faith and Qualifications for Employment upon hire and

continuously while employed;

Adhere to the MorningStar Mission Employee Handbook.