

# OPEN DOOR MISSION

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Restoring Hope and Changing Lives in Rochester, NY



## Job Description: Director of Finance

- Reports to Executive Director
- Member of the Executive Team
- Status – REG/FT/E
- Location – Caring Center
- Revised April 19, 2017

*The Open Door Mission considers every position one of ministry and a vital part of our team. Therefore, it is essential that all employees of ODM have a personal relationship with Jesus Christ and subscribe to our Statement of Faith and Core Values. Additionally, employees must be willing to lead and/or participate in Bible study, prayer, devotions and sharing the Gospel.*

### SUMMARY OF POSITION:

Provide direction and leadership within the Finance department to establish and achieve outcomes and goals in accordance with Open Door Mission goals and objectives. Responsible for departmental staff, financial reporting, policies and procedures.

### DUTIES & RESPONSIBILITIES:

- ❖ Analyze and present financial reports in an accurate and timely manner; clearly communicate
- ❖ Monthly and annual financial statements; and oversee all financial, project/program and grants accounting.
- ❖ Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.
- ❖ Insure proper and timely filing of tax returns.
- ❖ Oversee and lead annual budgeting and planning process in conjunction with the CEO; administer and review all financial plans and budgets; monitor progress and changes and keep the Senior Leadership team abreast of the organization's financial status.
- ❖ Manage organizational cash flow and forecasting.
- ❖ Update and implement all necessary business policies and accounting practices; improve the Finance department's overall policy and procedure manual.
- ❖ Effectively communicate and present the critical financial matters to the CEO and board of directors.
- ❖ Represent the organization to financial partners including financial institutions, foundation executives, auditors, and public officials, etc.
- ❖ Provide status report to the Executive Director according to an agreed upon time frame.
- ❖ Remain up to date on nonprofit best practices including state and federal law regarding nonprofit operations.
- ❖ Attend all meetings requiring Finance Director's expertise or explanation of financial information.
- ❖ Carry out additional duties as requested by the Executive Director.
- ❖ Co-Administer benefits program with HR Manager/EA:
  - Evaluate and compare existing ministry benefits with other plans. Plans, develops, and/or participates in area and industry surveys. Analyzes results of information and develops specific recommendations for review by leadership.
  - Maintain contact in person, and by phone or email, with broker, medical entities, insurance companies, employees, and beneficiaries to facilitate proper and complete utilization of benefits for all employees. Instruct insurance carriers, trustees, and other administrative agencies outside the ministry to effect changes in benefit program. Facilitate and ensure prompt and accurate compliance.
  - Resolve claims, report changes in employee information, and communicate benefit information/changes to employees.
- Other duties as assigned

### SKILLS & QUALIFICATIONS:

- Committed Christian with a commitment to and a passion for "restoring hope and changing lives".
- Strong management and leadership abilities, able to coach, equip, and develop individuals
- Good discernment with regard to people and situations, able to facilitate and sustain a work environment and associated relationships consistent with Grace and Truth.

- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds.
- Knowledge of and subscription to ECFA and GAAP guidelines and standards.
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software
- Strong management and leadership abilities.
- Level-headed, purposeful in reactions, proactive problem solver. Gathers all information before making decisions and makes decisions according to sound Biblical principles and Accounting standards all in alignment with ODM mission and core values.
- Extremely detail oriented, organized with a high degree of accuracy.
- Excellent interpersonal skills, adept at building relationships with diverse groups of people.
- Able to maintain “big picture” perspective and continue to move self and staff forward.
- Computer literate, proficient in internet and email as well as Microsoft office programs.
  
- Highly ethical, trustworthy, and professional.
- Good analytical and decision-making abilities.
- Valid New York state driver’s license

**WORKING CONDITIONS/PHYSICAL FACTORS:**

*(Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%)*

- Work will predominately require individual to work in a typical office environment.
- Requires climbing stairs daily
- Position may require occasional travel, primarily within regional area
- Requires extended periods of sitting – occasionally
- Prolonged mental acuity - *occasionally*
- Lifting and moving up to 25 lbs. – occasionally
- See, hear and speak - *continuously*

**EQUIPMENT/TOOLS USED:**

- Computer literate with sound proficiency in Microsoft Office Suite, spreadsheets and internet, including email

**EDUCATION/EXPERIENCE**

- Minimum of a B.A., ideally with an MBA/CPA or related degree
- 10+ years’ experience working in Finance sector
- 5+ years of management/supervisory experience
- Bible training and/or Spiritual leadership experience, desired
- Knowledge of drug and alcohol, mental illness, homeless and poverty issues, desired
- Previous experience with a Rescue Mission desired

This job description in no way implies that these are the only duties to be performed by this employee. Employee is required to follow any other instructions and perform any other duties requested by their manager/supervisor. I understand that employment is always “at-will”.

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Employee Name

\_\_\_\_\_

Signature

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Date