



Finance Director: Accounting, Finance & Human Resources

Full-time, exempt, salaried and benefits eligible

Summary

The Finance Director oversees and manages the overall direction, coordination, and evaluation of the Accounting/Finance and Human Resource functions for HOPE Church, to include developing and maintaining accounting principles, practices and procedures to ensure accurate and timely financial statements in accordance with organization policies and applicable laws. The Finance Director supervises staff and is responsible for managing the team to ensure that work is properly allocated and completed in a timely and accurate manner. This position manages all accounting activities to include general ledger preparation, financial reporting, year-end audit preparation, support of budget and forecast activities, accounts payable, cash disbursements, payroll, cash receipts, general and entity accounting, and cost accounting. Human resource responsibilities include partnering with staff to coordinate interviewing, hiring, onboarding/offboarding, performance reviews, addressing concerns, resolving problems, and the selection and administration of benefit plans. This position will require a lot of flexibility for success in this growing organization and will report to the Director of Operations.

Responsibilities

- Develop and issue timely monthly financial reports for presentation to the Finance Committee. Provide financial analyses to evaluate ventures or special projects, programs, and capital expenditures when necessary.
- Responsible for implementing and maintaining a system of internal controls that will ensure company assets are adequately safeguarded and all financial reporting is prepared in compliance with all financial policies, non-profit requirements and a modified cash basis of accounting.
- Oversee payables and contributions cycles across HOPE's various ministries, campuses and business units (Thrift, Connect Desk, etc.)
- Manage payroll and payroll tax reporting for 65+ people. Administer organization benefits to include medical, dental, short term/long term disability, life insurance, etc. Develop and deliver offer letters for new hires and maintain up to date job descriptions.
- Participate in the annual development and quarterly review of HOPE budgets and the administration of them to ensure they align with HOPE strategy. Assist ministry teams in the development of their specific trip budgets and subsequent reconciliations.
- Oversee Hope Thrift deposits and spread sheet of sales. Reconcile deposits with Bank statement and pay monthly sales tax. Reconcile the payout of all Thrift proceeds to HOPE church.
- Ensure the monthly and quarterly bank compliance activities are performed in a timely and accurate manner. Complete all bank reconciliations accurately and timely for review by management.
- Supervise the completion of Federal and State tax reporting requirements (including property, sales and use, payroll and other local taxes), insurance reports and other reports required by government regulation.
- Supervise and coordinate the annual review with the external auditors, making all financial records and related information available, preparing all related required schedules for their use.

Requirements

Education: Bachelor's degree in finance, accounting, human resources, business or related area. CPA and/or MBA highly preferred.

Skills and Experience:

- Five to ten years of related finance and human resources experience, preferably in a church or other Christian-based non-profit organization
- Strong computer competency required, including MS Office
- Proficiency with ACS or other accounting/people software required
- Strong HR and management skills
- Ministry-minded disposition and ability to teach and explain complex HR and financial-related topics to the church community
- Must be able to work independently within periodic, structured deadlines
- Must be able to communicate clearly and effectively, both verbally and in writing.
- Expert knowledge of datasets, fund accounting, and job cost accounting in support of HOPE's related businesses such as the Hope Thrift Store, Hope Places campaign, and future building activities.