



Finance Director

Job Description

Reports To Chief Executive Officer

Basic Function The Finance Director plays a crucial role in overseeing and managing the organization's financial health. Principal responsibilities include: financial planning and budgeting, accounting and financial reporting, grant management and compliance, internal controls and risk management, financial analysis, compliance and auditing and stakeholder communication.

Principal Responsibilities

1. Book-keeping and Record-Keeping

- Manage financials for deposits and expenses for organization.
- Oversee organizational purchases.
- Monthly reconciliation of Quickbooks to donor database system.
- Monthly reconciliation of credit card expense statements.
- Assist with filing and record-keeping of HR documents, including but not limited to: evaluations, PTO, interview documentation, exit interviews.
- Assist with record-keeping of signed documentation: such as conflict of interest forms signed by the board and confidentiality agreements.

2. Financial Planning and Budget Management

- Develop and manage the annual budget in collaboration with the CEO and department heads.
- Monitor and adjust budget forecasts, track expenditures, and provide variance analysis.
- Oversee the creation of project and program budgets to support grant applications and funding requests.

3. Financial Reporting and Accounting

- Prepare and provide timely and accurate preparation of financial statements, monthly and annual reports, and any special financial reports required by the board and funders.
- Process day-to-day accounting functions, including accounts payable and receivable, payroll, and general ledger maintenance.
- Manage the month-end and year-end close processes, ensuring that all transactions are accurately recorded and classified.
- Work with Accounting firm to prepare annual financial reports and audit.

4. Internal Controls and Compliance

- Develop and implement internal controls to protect the organization's assets and ensure compliance with all applicable federal, state, and local regulations.
- Ensure compliance with nonprofit financial reporting standards (GAAP for nonprofits) and IRS requirements.
- Serve as the primary contact for external auditors and coordinate annual audits, responding to any findings or recommendations.

5. Grant and Donor Fund Management

- Work with Development staff to develop budgets and track spending for grant-funded projects.
- Monitor restricted and unrestricted funds, ensuring compliance with donor restrictions and grant requirements.
- Prepare financial reports for grant funders as required by agreements and support the organization's fundraising efforts through accurate financial reporting.

6. Public Relations

- Provide financial analysis to support strategic planning, operational decision-making, and investment decisions.
- Conduct financial modeling to project the organization's financial position under different scenarios.
- Advise the CEO and board on financial risks and opportunities, making recommendations for financial improvements and efficiencies.

7. Staff and Stakeholder Communication

- Present financial reports and updates to the Board of Directors, CEO, and department heads.
- Serve as the financial liaison between the finance department and program staff, providing guidance on budgets, grants, and other financial issues.
- Ensure platforms such as Candid, Guide Star and other donor-centered platforms are up to date with correct 990 information and other key information regarding FCWS's fiduciary strength.

Qualifications:

- A dynamic relationship with Jesus Christ as Lord and Savior
- A sense of vision and calling to the FCWS ministry and the pro-life movement.
- Bachelor's degree in finance, accounting, or a related field.
- Minimum of three years of experience in a financial management role, preferably within the nonprofit sector.
- Strong knowledge of nonprofit financial standards (GAAP for nonprofits) and regulations.
- Understanding of financial reporting and tax documents.
- Proficiency in financial software and accounting systems; experience with QuickBooks or similar systems is a plus.
- Excellent analytical, organizational, and communication skills.
- Ability to work collaboratively and adapt in a mission-driven environment.

Skills & Abilities

- Organized and detail-oriented.
- Solution-based thinker.
- Proven leadership.
- Works well within a collaborative, team-based structure.
- Excellent interpersonal skills.
- Analytical skills to look for continuous improvement opportunities.
- Self-motivated
- Practices servant leadership and functions with a Christ-like love in professional and personal affairs.