

Assistant Director of Finance
The Chapel - Central Operations

Reports to: Director of Finance

Status: Full-Time

Direct Reports: Accountant, Accounting Assistant

Scope

The Assistant Director of Finance works at the discretion of the Director of Finance and is responsible for the accounting operations of The Chapel. This includes the production of periodic financial reports, maintenance of an adequate system of accounting records and comprehensive sets of controls and budgets designed to mitigate risk, enhance accuracy of reported financial results and to ensure that reported results comply with generally accepted accounting principles.

Essential Duties and Responsibilities

Fiscal Management/Stewardship

- Develops planning and budgeting systems to oversee preparation of the annual budget; prepares materials and communications in support of the annual operating budget/planning cycle; meets with the Executive Team to review budget plans prior to the consolidation of the budget for review with the Finance Committee and Board of Trustees
- Maintains Accounting, Financial and Investment systems to ensure appropriate use of financial resources
- Oversees and ensures timely and accurate month-end closing procedures and results
- Performs complex accounting projects requiring research and analysis; resolves complex accounting problems including issues with funds transfers
- Responsible for cash flow management; oversees administration of all non-cash gifts
- Reviews accounts payables and receivables to ensure appropriate management and allocation of church funds
- Oversees on-going banking and broker relationships
- Updates accounting files and maintains integrity of church financial software
- Oversees annual audit; responds to inquiries and ensures that information requests are met and that issues are resolved to their satisfaction in a timely manner
- Acts as compliance officer with regard to issues impacting financial activities; ensures that policies and procedures are stated and in compliance with commonly accepted accounting

standards, state/federal guidelines and approved trustee/elder/auditor recommendations

- Supports finance processes related to new campus development

Fiscal Reporting

- Analyzes and interprets results of financial statements and prepares monthly reports providing information useful in making management decisions with regards to assets and cash management activities; meets with staff to discuss budget variances and/or future expenses that will impact cash management
- Supervises and coordinates the maintenance of ledger accounts and related activities
- Reviews and ensures credibility of financial statements and reports such as balance sheets and statements of financial condition
- Establishes workflow and operational procedures to ensure integrity of information and timeliness of report availability and distribution
- Acts as a liaison to other teams in an ongoing effort to maintain positive relationships that are developed from service-oriented responsiveness and high levels of confidence in the integrity of financial reports
- Develops customized financial reports as needed

Leader Recruitment & Training

- Resources and trains staff to effectively recruit and retain volunteers

Staff Supervision

- Provides direct supervision over the following positions:
Accountant and Accounting Assistant
- Evaluates and manages the performance of each person on the team; provides leadership to the annual goal-setting process
- Assists in the recruitment and on-boarding of new staff

Other Duties as Assigned

- The Assistant Director of Finance agrees to take on additional responsibilities as assigned for the continued development of The Chapel.

Qualifications & Requirements

- Bachelor's Degree in Accounting and/or Finance. MBA preferred
- 5+ years of relevant work experience

- Proven experience with management and financial reporting
- Trust, gift annuity and investment accounting experience preferred
- Excellent analytical, problem solving and organizational skills
- Ability to dissect complicated financial information and prepare straightforward reports for senior leadership and board members
- Capacity to work in confidence with highly sensitive information
- Excellent interpersonal and communication skills
- Working knowledge of Microsoft Excel, Microsoft Word and A/P & database software applications