***CAPITAL CITY RESCUE MISSION***

**POSITION:** Director of Finance or CFO or Controller

**CLASSIFICATION:** Full-Time Exempt or Part-Time Exempt

**SUPERVISOR:** Executive Director

**DEPARTMENT:** Finance Department

**POSITION SUMMARY:**

This position is responsible for providing the Executive Director with all financial reports and analysis needed for effective organizational leadership, as well as enhancement of existing reports and analysis for presentation to the board for their strategic planning. Supervision of the day-to-day duties of the Finance Department is required. These duties consist of accounts receivable, accounts payable, and purchasing. This individual will develop and maintain financial records, internal controls, policies, procedures, financial statements and reports, as needed. This position ensures that sound accounting systems and internal auditing procedures will continue to exist, and will involve working with outside auditors on annual audits, in accordance with GAAP.

**DUTIES INCLUDE:**

* Preparation of all financial reports and analysis, and enhancing existing systems for effective organizational leadership and strategic planning
* Prepare all Board Reports for Board Meetings
* Responsible for accounting records accuracy, security, and confidentiality
* Oversee all deposits including checks, credit cards, cash, and estate gifts. This includes the recording of deposits in Quick Books
* Prepare or oversee preparation of payables. Examine bills, record into Quick Books, acquire approval, prepare payments, acquire signatures, and mail
* Be sure all EFT payments of Credit Cards are reviewed by Executive Director and paid in a timely manner
* Responsible for reviewing all Petty Cash accounts, recording of them, and getting funds from the bank to cover those accounts for the appropriate department
* Oversee all Transitional Living Program payment. This consists of receiving, receipting, and recording each
* Retrieve and then record all investment information into QuickBooks for accurate reporting on Board Reports
* Reconcile Bank Statements monthly
* Work with Executive Director to prepare yearly budget
* Prepare all records requested by Auditor, as well as work with Auditor to assure an accurate yearly audit
* Other duties as requested

**QUALIFICATIONS:**

* Must provide a clear biblical testimony of a personal experience of receiving by faith the Lord Jesus Christ as Savior.
* Be a mature Christian and attend an evangelical church.
* Bachelor’s Degree in Accounting or Finance with a minimum of 3-5 years of experience in a complex work environment.
* Have good communication and organization skills with people and projects.
* Must have good computer skills.
* Experience in QuickBooks and/or Raiser’s Edge a plus.
* Familiar with negotiating with vendors and maintaining outside relationships.
* Experience with preparing external financial statements and internal financial statements and financial analysis for senior management and board meetings.