ROCKFORD RESCUE MISSION MINISTRIES

ADMINISTRATION

JOB DESCRIPTION

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

JOB TITLE: CHIEF FINANCIAL OFFICER

REPORTS TO: Chief Administrative Officer

PRINCIPAL DUTIES/RESPONSIBILITIES: Provide support, oversight, leadership, and direction to the Finance and Information Technology (IT) departments. Oversee and direct strategy, systems, reporting, compliance, policies, and procedures in accordance with Mission goals, objectives, and applicable regulations. Responsible for oversight of an $8.6 million annual operating budget. Collaborate with the Leadership Team to ensure the optimal selection and use of technological solutions; support vendor/broker agreements and information management and conduct feasibility assessments.

WORKING CONDITIONS: Indoor office environment which requires sitting at a desk. Computer work is required. Occasional travel to other Mission sites or outside training. May involve some lifting and moving equipment.

A. GENERAL DUTIES

1. Remain knowledgeable on nonprofit best practices including local, state, and federal law related to Finance and IT.

2. Provide strategic input and leadership on decision-making issues affecting the Finance and IT departments.

3. Assist in the development of operations, processes, procedures, and training to support Finance and IT strategic direction.
4. Carry out additional duties as assigned.

B. FINANCIAL RESPONSIBILITIES

1. Drive the annual budget process and assist the Finance Team and Leadership in maintaining budget control as needed.

2. Effectively and regularly communicate and present financial information, including critical and sensitive financial matters, to the CAO and CEO.

3. Represent the organization to financial partners including financial institutions, foundation executives, auditors, public officials, etc.

4. Provide oversight and direction for Rockford Rescue Mission finances in accordance with AICPA, ECFA, and GAAP guidelines and standards.

5. Establish and maintain credibility for the finance/administration group by providing timely and accurate analyses of budgets to assist the CEO, Board, and Leadership Team in performing their responsibilities.

6. Ensure consistent and best practices for internal and external accounting policies, procedures, schedules, controls, and financial systems.

7. Ensure the timely execution of monthly and year-end closing processes.

8. Direct and execute organizational financial analysis, planning, cash flow modeling, and forecasting needed for decision-making.

9. Oversee and lead the annual audit process, including the RFP process for auditor selection, and liaise with external auditors and the Finance Committee of the Board of Directors.

10. Monitor investment strategies and policies in accordance with objectives set by the Finance Committee.

11. Oversee the Mission’s dashboard, risk management, and contract management.

12. Develop workers’ compensation (WC) budgets for insurance and confirm the accuracy of WC audit results.

13. Complete payroll and benefits budgets.

14. Reconcile 941’s with W2s and work with HR to resolve payroll issues.

15. Ensure 403b matches are correct and the 403b annual reports (5500’s) are filed in a timely manner.

16. Ensure the Mission is in compliance with all laws and regulations.
related to Finance and Information Technology.

C. INFORMATION TECHNOLOGY

1. Oversee Information Technology across the Mission.

2. Ensure equipment such as phones, computers, and printers as well as software and licenses such as Windows, website domains, and Microsoft licenses meet ministry needs and industry standards, and all inventory is tracked and replaced when needed.

3. Oversee procurement and maintenance of IT equipment, software, and licenses.

4. Design, define, coordinate, and manage network architecture and infrastructure.

5. Design, perform system analysis, and provide guidance on the development of computer programs, as necessary.


7. Develop and oversee IT policies and procedures as well as IT training for staff.

8. Oversee security controls, disaster recovery, business continuity, risk reduction, and vulnerability mitigation procedures.

9. Ensure change management processes are in place, routinely evaluated, and improved upon.

10. Drive innovation and oversee the digital transformation plan to support efficient and effective use of the Mission’s IT resources.

11. Drive adoption of best practices for data management for the Mission.

12. Partner with IT vendors to deliver necessary services.

D. FINANCE AND IT ADMINISTRATION

1. Evaluate the Finance and IT’s structure and team plan for continual improvement of the efficiency and effectiveness of the group as well as providing individuals with professional and personal growth opportunities.

2. Review, initiate, execute, and monitor all Mission insurance needs and executive contracts to ensure risk management and adequate coverage of Mission Assets.

3. Establish and maintain systems and controls which verify the integrity of all systems, processes, and data for enhancing the organization’s
value.

4. Develop with the Leadership Team and enact contingency plans in the event of a disaster, data loss or breach, or similar IT-related catastrophic events.

E. PHYSICAL FACTORS

1. Frequent moving and walking.

2. Occasional standing, reaching, bending, twisting, and stooping.

3. Sitting for extended periods of time.

F. SPIRITUAL RESPONSIBILITIES

1. Take every opportunity to share the Gospel of Jesus Christ with others.

2. Provide spiritual encouragement to staff, volunteers, guests, and residents.

3. Invest in the spiritual development of staff, guests, residents, and donors.

4. Pray for and with staff, volunteers, guests, residents, and donors.

5. Ensure actions and policies reflect the Christian values and purpose of the Mission.

6. Handle relational conflicts according to the Staff Covenant of Romans 12:18 and Matthew 18:15-19.

7. Memorize monthly Scripture.

8. Attend weekly staff chapel services and annual Spiritual Renewal Week.

G. QUALIFICATIONS

1. Excellent knowledge of data analysis, risk management, and forecasting methods.

2. Ability to translate financial concepts to and to effectively collaborate with programmatic and fundraising team members who do not necessarily have finance backgrounds.

3. Technology savvy with experience managing IT in a mid-sized organization.

4. Strong management and leadership abilities; ability to coach, equip and develop individuals.
5. Level-headed, purposeful in reactions, proactive problem solver. Gathers all information before making decisions and makes decisions according to sound Biblical principles in alignment with the purpose statement and core values.

6. Bachelor’s Degree in Accounting, Finance, or Business.

7. CPA required; reputable accounting firm and non-profit accounting experience preferred.

8. At least 8 years of senior financial leadership experience.

9. Experience working with external auditors; compliance and regulatory oversight.

10. Excellent analytical, communication, and presentation skills.

11. A mature Christian and strategic visionary with sound technical skills, analytical ability, good judgment, and strong operational focus.

12. Extremely well organized and self-directed; diplomatic and adept at developing and maintaining interpersonal relationships outside the Mission and within a team dynamic.

13. A decisive individual who possesses a “big picture” perspective and is well versed in systems.

14. Ability to respond effectively to sensitive inquiries and complaints.

My signature below acknowledges that I have read and understand the job description as described herein and I can perform that which is required including Working Conditions/Physical Factors unless otherwise noted. I understand that this job description is not all-inclusive and that employment is at-will.

PRINTED NAME: ___________________________________ DATE: ______________

STAFF SIGNATURE: ______________________________________________________