

Director of Finance Job Posting

General Position Description:

The **Director of Finance** position provides leadership and coordination of the day-to-day accounting procedures, financial planning, financial and tax reporting, budget management functions, and implementation of the financial policies and practices of Salem Alliance and its related business enterprises.

This is a full-time position with benefits. The current Director of Finance is a licensed CPA in the state of Oregon, but this is not a requirement for this position.

Position Requirements:

- Bachelor's or advanced degree in Accounting with knowledge of non-profit accounting, auditing, and taxation
- Experience in an accounting firm or nonprofit accounting office
- Strong Excel skills, including charts/graphs
- Ability to learn, manage, and trouble-shoot multiple software systems, including a comprehensive accounting system, payroll/HR system, church management database, and point-of-sale systems
- Ability to classify, analyze, and reconcile financial data and records
- Skilled in problem-solving and financial analysis
- Ability to communicate effectively with donors, staff, management, Governing Board
- Skilled in preparing financial statements and other financial reports
- Knowledge of accounting policies, procedures, and operations
- Skilled in responding to auditors' and other external organizations' information requests
- Ability to analyze and interpret laws and regulations to ensure compliance
- Ability to provide guidance and technical expertise to lower-level accounting staff
- Models the life of a fully engaged partner at Salem Alliance Church

Responsibilities:

The following is a partial list of duties currently handled by the **Director of Finance**.

- Cash management, including oversight and reconciliation of multiple bank and investment accounts
- Provide general oversight and day-to-day management of Payroll, General Ledger, Accounts Payable, Accounts Receivable, Fixed Assets, and Contributions
- Manage the online giving system, including technical support for online donors and facilitating fundraising for mission trips
- Support donor relations
- Manage grant applications, monitoring, and reports
- Analyze complex issues and prepare understandable reports to aid in decision-making

- Provide comprehensive accounting support for coffee shop, furniture manufacturing, property rentals, and ministry school
- Prepare and monitor annual budget for church ministries and other enterprises
- Provide budget & planning support to ministry staff
- Track fixed assets
- Prepare tax returns (990-T)
- Assist ministerial staff with housing allowances and tax ramifications
- Lead Finance Committee meetings
- Prepare GAAP financial statements and management reports
- Prepare budget and financial presentations to the Governing Board
- Administer the 403(b) employee retirement plan
- Assist with employee benefits and various HR functions

To find out more about this position, contact:

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To apply, please send a current resume and cover letter to employment@salemalliance.org