



Director of Finance and Administration

TITLE: Director of Finance and Administration

REPORTS TO: COO

HOURS: Full-time

LOCATION: Preferred Richmond, VA or Dallas, TX; remote considered

DATE: Sept 19, 2022

POSITION SUMMARY:

The Director of Finance and Administration is an integral team member who will be key in helping the organization grow to the next level of influence and impact. This mission-minded person will help build, streamline, and manage financial, accounting, HR, risk mitigation, compliance, and other administrative models and systems. The director will inform and document strategic and operational planning and budgeting, building new models and metrics providing financial analysis of Arrabon's ministry and products, as well as contributing to the success of Arrabon's program expansion.

RESPONSIBILITIES:

- Manage all accounts, ledgers, financial software & reporting systems to ensure that activities, policies & procedures are in compliance with appropriate GAAP standards and regulatory requirements. Work with Finance Coordinator and external auditors to prepare and review audit schedules and annual reports of audit findings. Guide Financial Coordinator in creation and maintenance of financial policies and procedures.
- Collaborate with the leadership team and other managers to create and maintain the models necessary to establish annual budgets, staffing plans, long term growth projections, etc.
- Create, analyze and present regular financial information in an accurate and timely manner to various stakeholders including the leadership team, executive council and the board. (e.g. monthly financial statements, variance explanations, etc.).
- Work with the executive council and various departments to create models and analyze various financial information as requested such as cash flow, product plans, overall metrics, etc.
- Assist in fundraising efforts by preparing budgets for proposals and reports for how funds were used for grant reports.
- Hire, manage and retain accounting and other support staff as needed.
- Manage the HR functions of the organization including maintaining employee policies (as well as the Employee Handbook) and benefit programs.
- Keep Arrabon in compliance with legal filing and licensing requirements (e.g.: workers compensation, registered agent, charitable solicitation registration, web domains, etc.)
- Assess and mitigate risks with appropriate insurance coverage.
- Liaise with legal counsel as needed.

QUALIFICATIONS:

- Bachelor's degree (MA/MBA preferred) in Accounting, Business, Management, or Finance.
- Five years of professional experience, including managing the finance and administration of a high-growth \$2 million to \$10 million organization (preference given to nonprofit experience).
- Experience with cloud-based systems including SalesForce is preferred.
- Excellent people skills, with experience collaborating in a multidisciplinary, diverse, and dynamic team.
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems.

- Flexible and a self-starter; able to multitask while also being highly detail-oriented.
- Personal qualities of integrity, credibility, and a commitment to the Arrabon's mission.

COMMITMENTS:

- Commitment to the Vision, Mission, and Values of the Arrabon.
- Demonstrate an unwavering commitment to the organization's statement of faith.
- Play an active role in the life of a local church community.
- Seek to apply the gospel to all areas of life, including interpersonal relationships.
- Use a humble listening approach with both internal and external constituencies.
- Act courageously to overcome obstacles and remain hopeful for the witness of the Church in North America.
- Depend on the Holy Spirit and seek God's guidance when making decisions.
- Can thrive in a team that practices excellence, humility, hope, and unity.

COMPENSATION

- \$55,000-\$75,000, commensurate with experience
- Benefits: medical, dental, vision, unlimited vacation

ABOUT ARRABON

- Arrabon is translated from the Greek as "foretaste of what's to come" and is focused on inspiring and equipping the US church to pursue racial healing and reconciliation.