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Mount Hermon Association, Inc.
JOB DESCRIPTION

Title: Finance Director
Employment Category: Full-time
July 2011

General Qualifications

A mature follower of Jesus, still growing and developing in their faith. Fully in accord with Mount Hermon's mission, vision, values and statement of beliefs. Of strong moral character and integrity. Comfortable working in a team management culture.

Special Qualifications

Must have a college degree in accounting and broad experience in all aspects of finance and data processing. The candidate should be a self-starter, able to plan their own work as well as the work of others with the help and use of all current available management tools. Prior work in both the business and non-profit sectors (especially in a church or para-church setting) is strongly preferred.

Broad Responsibilities

Responsible for all aspects of the financial needs of the organization including maintenance of mailing lists and related records, processing of insurance claims, preparation of financial statements, budget and other financial and statistical reports as desired by management.

Specific Responsibilities

The Finance Director shall be responsible for the following departments and functions:

1. Bookkeeping (includes all functions such as payables, receivables, payroll, cash control, and general ledger).
2. Processing insurance claims (e.g., property and liability).
3. Budget preparation and control.

4. Preparation of monthly financial statements and reports.
5. Management of investments, endowments, annuities, trusts, and 401(k) retirement program.
6. Preparation of special financial analyses and forecasts for use by Mount Hermon decision makers, including the Board of Directors.
7. Coordination of annual audit.
8. Total responsibility for all Finance Department personnel, including final approval of all hiring, promotions, and terminations.
9. Establishment, periodic review, evaluation and updating of operational manuals, job descriptions and performance standards for all personnel in the Finance Department.
10. Training and supervision of departmental personnel to assure conformance with predetermined standards and to implement possible efficiencies and improvements.
11. Establishment of Finance Department objectives on a short- (one year) and long-range basis, and preparation of the annual finance department budget based on those objectives and plans.
12. Coordination of the Finance Department's functions as they interrelate with other departments.

Relationships

The Finance Director reports directly to the Executive Director and oversees the Accounting Manager, General Accounting Specialist, Payroll Coordinator, and Accounting Intern. Works closely with the Chief Operating Officer, as well as other members of senior leadership. Maintains close working relationship with banking officials, investment advisors, auditors, and other outside support officials.

Supervision

Requires virtually no supervision. Exercises a high level of independent judgment and initiative.