

## Position Description

**Title:** Director of Finance & Operations

**Reports to:** CEO

**FLSA Status:** Exempt

**Supervises:** Finance & Operations Team

**Hours:** Full-time

### Purpose

The Director of Finance & Operations is responsible for the integrity and stewardship of ANM's financial and operational systems. They provide the structure and accountability to align the revenue and operational budgets, ensuring donor transparency, accurate distribution of funds, and proper accounting and reporting.

### Responsibilities and Tasks

- Perform all job responsibilities for the purpose of carrying out ANM's mission to advocate for, encourage, and equip indigenous missionaries around the world
- Complete all work in compliance with ANM's policies and procedures and coordinate with relevant staff to ensure strong communication and smooth execution of all initiatives
- Ensures the policies and procedures of the company are carried out in a manner consistent with the goals and objectives as set forth by the CEO
- Provide necessary planning, organization, direction, and coordination of the financial aspects of ANM:
  - o Works with the Controller to provide timely and accurate financial reporting and analysis to the Executive Team and Board of Directors
  - o Maintain banking and brokerage relationships for ANM's financial accounts
  - o Establish, monitor, and maintain compliance with all state agencies regarding reporting requirements for solicitations
  - o Work with third-party auditors to complete and finalize the annual audit.
  - o Negotiate and maintain all insurance coverages necessary for the protection of the organization
- Work with the VP of Staff Development to carry out the Human Resources functions, including administration, training, and care of staff:
  - o Keep all employee records up to date
  - o Manage and broker benefits
  - o Administer the onboarding and offboarding process
  - o Ensure all staff receive the appropriate training on policies and procedures of the organization
- Provide oversight to the Operations functions of the organization:
  - o Manage the information technology and management team, ensure staff are properly equipped and trained for their job functionality
  - o Coordinate maintenance of buildings and grounds, and provide oversight for volunteers and staff

### Key Performance Metrics

- Direct Reports are cared for, well-equipped, and effective in their job responsibilities
- The Executive Team has been kept informed through reports and discussions as to the current financial position of the organization
- All federal, state, and local laws and regulations have been observed, and all financial documents processed as required
- ANM staff are properly trained and equipped for all functions related to Information Technology and Human Resources

## **Qualifications**

### **Experience**

- 5+ years of experience in an accounting or finance-based position
- 5+ years of leadership experience (non-profit leadership is preferred)

### **Skills and Competencies**

- Exhibits the organizational values of ANM: Christ-centered, relationships, integrity, and stewardship
- Ability to lead a team and collaborate across departments
- Strong interpersonal communication skills and the ability to work effectively with staff, donors, and ministry partners
- Acumen with numbers and attention to detail
- Experience with QuickBooks or similar accounting software
- Proficient in Excel
- Highly organized
- Ability to implement new initiatives in an organized, clear, and efficient manner