

Director of Finance

The Director of Finance is an essential team member and responsible for financial oversight of Right Sharing of World Resources (www.rswr.org). This is a remote, half-time position with hours flexing throughout the year depending on organizational need.

Desired Qualifications:

- Supportive of RSWR's mission and goals
- Endowed with commitment and imagination; creative thinker
- Self-starter, independent worker, and team player
- Sees the big picture and can anticipate potential future scenarios
- Ability to work on multiple projects while setting priorities and meeting deadlines
- Familiar with (or member of) the Religious Society of Friends
- Proficiency with word processing, database (Donor Perfect), bookkeeping (QuickBooks) and electronic (Google Drive) and paper filing systems
- Demonstrated attention to detail, accurately organizing and recording data and information
- Good interpersonal communication skills; welcoming personality
- Have a deep level of integrity
- B.A. in Accounting with demonstrated non-profit experience and proficiency with financial accounting, analysis and reporting; Master's or CPA desirable

Duties and Responsibilities:

Financial Management

- Reconcile monthly accounts in a timely fashion
- Prepare audit and 990
- Prepare budget and long term projections; analyze ongoing finances
- Maintain and insure quality control with all financial records
- Hire, train and supervise bookkeeper
- Attend and support Finance committee, and board meetings as needed
- Reconcile QuickBooks and Donor Perfect records
- Organize and manage financial & legal information; file property taxes
- Manage internal controls to mitigate risk of fraud or harm to the organization
- Reconcile international contracts and address errors
- Manage payroll and benefits including worker's compensation audit

General

- Embrace mission and shared values
- Support staff and volunteers as appropriate; attend staff retreat.
- Other duties as assigned

Supervisor: General Secretary or Associate Secretary of Operations

Supervises: Bookkeeper

Compensation and Benefits: Salary negotiable. Flexible hours; Prorated paid holidays/sick/vacation time, medical insurance

Interested? Please submit the following items to Jacqueline Stillwell at rswr@rswr.org with "Director of Finance" and your last name in the email subject line:

- current resume

- cover letter that includes how you heard about the position, why you want to be considered and your qualifications
- contact information (phone & email) for three or more references, at least two of whom are professional references

Review of applications will begin immediately and continue until the position is filled, with an anticipated start date as soon as possible.