

Director of Finance

The Director of Finance is a senior leadership position responsible for organizational oversight accounting, bookkeeping, budgeting, and financial and legal transactions that promote the mission of Right Sharing of World Resources. This is a half-time position based out of the person's home, supervised by the General Secretary, and will require infrequent domestic travel.

In addition to staff, volunteers play a key role in RSWR. The Director of Finance works collaboratively with the Senior Leadership Team, the Board and staff. Major policy and budgetary decisions are made by the RSWR Board of Trustees. The Director of Finance balances their own personal gifts of visioning, discernment, and planning with deep listening, careful consultation, and strong support for the growth and exercise of similar leadership gifts and skills by many others, both staff and volunteers.

All senior leaders of RSWR are responsible for modelling the culture of the organization, being spiritually grounded, faith driven, with a deep commitment to Quaker values.

Desired Qualifications

- Endowed with commitment and imagination; creative thinker and person of integrity
- 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 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
- B.A. in Accounting with demonstrated non-profit experience and proficiency with accounting, financial analysis and reporting; Master's or CPA desirable

Duties and Responsibilities

General Leadership:

- As a member of the RSWR Senior Leadership Team, work with the board to develop and articulate a clear vision and major goals for RSWR programs, and assist with the development and implementation of the strategic plan.
- Cultivate passion for the mission and programs of RSWR; clearly communicate the mission and values to staff, board members, donors and others.
- Support staff and volunteers as appropriate; attend staff retreats.

Financial and Legal Responsibilities:

- Develop an annual budget proposal and multi-year budget projections in consultation with the General Secretary and the RSWR Finance and Development Committee. Analyze ongoing finances.
- Prepare for and support regular external financial review or audit of RSWR accounting books, including the IRS 990 form.
- Organize and manage financial and legal information using generally accepted principles. Reconcile monthly accounts in a timely fashion. File property taxes.
- Manage payroll and benefits, including worker's compensation audit.
- Oversee and approve payment of bills entered into online accounting software by the Bookkeeper, and reconcile financial accounts monthly.
- Insure and maintain quality control with all financial records, and between accounting and donor database systems.
- Manage internal controls to mitigate risk of fraud or harm to organization.
- Attend and support RSWR board Finance and Development Committee and board meetings, generating reports as needed.
- Recruit, hire, supervise, and conduct periodic reviews of the bookkeeper. Provide or arrange for appropriate training and job development.
- Other duties as requested.

Supervisor: General Secretary

Supervises: Bookkeeper

Hours: Average 20 hours/week

Salary: Salary range \$27,000 - \$36,000/year

Benefits: 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:

- cover letter that includes how you heard about the position, why you want to be considered and your qualifications
- current resume
- 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.