Hope for Haiti’s Children
Director of Finance and Administration
Nashville Area

Description
Hope for Haiti’s Children (HFHC) nurtures, educates, and trains more than 3,000 poverty-bound Haitian children to become Christian leaders in their homes, churches, and communities. HFHC has a 25-year track record of success and has been recognized by Charity Navigator as a “Perfect 100” charity for its commitment to accountability and transparency for the past 3 years.

HFHC is seeking a Director of Finance and Administration based in Nashville, Tennessee who will report to the President and serve as Treasurer of the organization. This individual will provide planning and oversight of HFHC’s finances to aid the organization in reaching its short-term and long-term goals as well as ensure HFHC maintains its industry-leading ratings in financial integrity and accountability. This individual will also manage HFHC’s human resource, legal compliance, and risk management systems. Candidate should have 5+ years of increasing responsibility in non-profit or public accounting. Candidate must have a strong commitment to his/her Christian faith and share the beliefs expressed in HFHC’s Statement of Faith.

Responsibilities
1. Financial Management
   - Oversees all accounting and financial systems, ensuring processes and workflows are in compliance with appropriate GAAP standards and regulatory requirements
   - Analyzes financial data and presents financial statements and other reports in an accurate and timely manner – keeping senior leadership and the HFHC board abreast of current financial matters and potential future challenges or opportunities
   - Oversees the process to establish an annual operating budget for the organization as well as individual departmental budgets
   - Provides staff training in the areas of budget development, and fiscal accountability
   - Oversees Accounts Payable with assistance from operations manager
   - Oversees employee purchasing processes, receipt submission, cash advancement, and expense reporting -- including purchase requisitions, tax-exempt corporate purchasing accounts, and credit card reconciliation processing
   - Oversees the work of HFHC’s Haiti Finance Manager and provides assistance to Haiti NGO team with financial accounting processes and capital project tracking management
   - Oversees the work of HFHC’s Haiti Finance Manager and outside consultants, coordinating with HFHC’s Vice-President to schedule assistance from existing HFHC staff
   - Meets regularly with management regarding the finances of the organization
   - Oversees financial institution, investment, and endowment accounts
   - Serves as the primary point of contact for the independent auditors, ensuring the timely filing of all audit and tax reports
   - Manages the operation of the Human Resource payroll and benefit systems including compensation processing, PTO accruals, short/long term disability insurance benefit processing/claims, employee retirement accounts, etc.
   - Manages the operation of the staff background check system

3. Legal Compliance & Risk Management
   - Oversees capital asset purchases and maintains inventory of HFHC-owned hardware, software, and systems – maintaining warranty and support contracts
   - Manages insurance and risk management policies
   - Ensures compliance with state charitable organization registration reporting/fees, trademark applications/renewals, state corporate office registrations, and other legal documentation
   - Ensures compliance with all local, state, and federal employment and labor laws/regulations
   - Manages the submission of updates to charitable rating agencies, including GuideStar and Charity Navigator

4. Administrative
   - Has flexibility to assist with overseeing other administrative duties as required
   - Oversees logistics of HFHC board meetings, utilizing HFHC staff and local volunteers

Requirements
   - Lives in the Greater Nashville area for weekly face-to-face team meetings
   - Must share the beliefs expressed in HFHC’s Statement of Faith and be an active member of a congregation which shares these beliefs
   - Bachelor’s degree in accounting or related field
   - CPA preferred
   - A minimum of 5 years of progressively responsible work experience managing the accounting functions in a non-profit agency, or equivalent experience in public accounting
   - Excellent communication and presentation skills, both verbal and written
   - Strong organizational and analytical skills
   - Strong interpersonal skills
   - Strong computer literacy of Microsoft Office suite, with advanced knowledge of Excel

Office Hours
Full-time - 40 hours a week, with flexibility to work up to 4 days/week from home