



Position Details

Job Title: Chief Financial Officer

Reports to: Chief Executive Officer

Status: Full time, exempt

Pay Rate: Based on qualifications

Job Description:

The position is responsible for the leadership and strategic oversight of all finance, accounting, auditing, and HR of the entire organization. Working closely with the CEO and executive leadership team, this position will be responsible for the day-to-day financial operations, accurate reporting, accounts payable and receivable, payroll, insurance, investments, and cash management.

Who you are:

- Someone who brings excellence to everything you do.
- Detail-oriented with a knack for seeing the big picture.
- Able to handle sensitive information with integrity.
- A licensed CPA...or maybe not, but you can manage the finances of a complex organization.
- An expert at Excel, QuickBooks and not afraid of crazy large spreadsheets.

What you'll do (just the basics):

- Lead the annual budget process, develop reports for staff and board, and establish yearly objectives with finance committee.
- Coordinate annual audit, oversee payroll, compliance, and ensure internal controls.
- Maintain appropriate insurance policies.
- Provide leadership, strategic analysis, and forecasting of organization-wide finances.
- Oversee human resources and all employment benefit programs.

Bonus Points:

- You have the flexibility to adapt to changes and take on new responsibilities as the organization grows.
- You understand complex accounting systems and can communicate them in simple terms.
- You eat New Market Tax Credits for breakfast.
- You have learned that simple is always better, but it isn't always easy.
- Your love language is the *IRS Code*.

What you'll do (the details):

1) Financial Management and Operating Budget

- a. Provide leadership to the finance and HR department staff.
- b. Lead the annual budget planning process ensuring coordination between departments that aligns with the strategic plan.

- c. Ensure all accounting processes are operating within GAAP standards and within compliance of local, state, and federal authorities.
- d. Establish internal controls, keep record of assets, and maintain fixed assets and depreciation records.

2) Audit and Insurance

- a. Responsible for ensuring annual audit (and departmental audits when required) is completed in a timely manner without findings.
- b. Serve as organizations insurance liaison and ensure compliance for general, board, and vehicle policies.

3) Business Operations

- a. Manage financial aspects of business operations including property leases, staffing service, thrift store, auto sales. Oversee property management of leased properties and tenants.
- b. Oversee integration of finances for multiple subsidiaries.

4) Human Resources/Employee Benefits

- a. Responsible for overseeing all human resources for 120+ employees.
- b. Ensure that our staff are properly cared for through employee benefit programs.

Requirements:

A mature walk with Jesus Christ and able to articulate Biblical beliefs and their application within the context of the Fresno Mission. All employees of Fresno Mission are an integral part of the outreach ministry of a non-denominational, evangelical ministry sharing the Gospel of Jesus Christ through transformational programs that provide food, shelter, clothing, education, job training and renewal of families to those affected by life-insecurities. All employees are Christian missionaries and may be required to periodically participate in chapel services, outreach ministries, Bible studies and prayer times. Due to the nature of these types of ministries, it is an absolute necessity that each employee possesses and maintain a Christian testimony of their faith and experience in Jesus. Must be in agreement with the Statement of Faith of the Fresno Mission.

Application Process:

Individuals interested in being considered for this position should email the following documents:

1. Letter of interest which includes a narrative detailing how you believe you qualify for this position.
2. An updated resume.
3. The names, email addresses, and phone number of three references.

Please email all documents to HR@fresnomission.org.

To learn more about the Fresno Mission, visit www.fresnomission.org.

No phone calls.