

## **Kindred Life Ministries (KindredLife.org)**

### **Finance Director Example Job Responsibilities**

*Responsible for providing fiscal leadership, strategy and planning for Kindred Life Ministries. The position is a part-time, hourly position and reports directly to the Executive Director, Kindred Life Ministries (10-12 hours per week).*

**Examples of Job Responsibilities** (this represents a sampling of the job responsibilities for the position):

- Formulates annual financial plan and budgets for the ministry in partnership with the Finance Committee, Executive Director and in conjunction with the Board of Directors
- Establishes internal financial controls and sets standards and procedures for ethical financial and business practices both internally and externally
- Manages, monitors and reports the Ministry's financial transactions, accounting matters, including: grants, donations, fundraising, ministry sponsored special events and activities, clientele spend, ministry expenditures, employee payroll and employee-related expenses
- Directs, guides and supervises Kindred Life Ministries Business Administrator in the development and production of high-quality, accurate and timely financial information
- Oversees and directs the operation of the Ministry donor database system (SalesForce)

#### **Requirements:**

**Education:** Bachelors of Science Degree in Finance or five years+ experience in Finance or financial planning; Experience working with Board/committee structured organizations; High Level of proficiency in literacy and numeracy skills

**Religious Background:** Strong Christian faith; in-depth knowledge of The Bible; active participation in a local church

**Competencies:** teamwork, verbal and written communication skills, self-managed/work autonomously, priority setting/time management, networks and builds relationships, professional presence