

LAHASH INTERNATIONAL



Title: *Director of Finance*

Job Description

Department:	Executive Team	Work Location:	Portland, Oregon
Reports to:	Executive Director		
Employment Status:			
	<input checked="" type="checkbox"/> Full Time (US)	<input type="checkbox"/> Full Time (Africa)	<input type="checkbox"/> Part Time Volunteer
	<input type="checkbox"/> Part Time (US)	<input type="checkbox"/> Part Time (Africa)	<input type="checkbox"/> Contractor
		<input type="checkbox"/> Servant Team Member	
Effective Date:		Completion Date:	
Hours Required (Average):	40		

General Description of Work

The Finance Team Director will be responsible for maintaining a sound and stable financial system for Lahash International. This will involve supervising several volunteers and performing several essential functions each month.

Essential Functions

1. Fund Development

- a. Raise an amount of financial support mutually agreed upon
- b. Work to establish and maintain a personal team of donors, advocates, and prayer partners to support the ministry work

2. Supervise the U.S. Lahash Finance Team

- a. Oversee a Portland-based team of 3-5 individuals with a variety of finance and business skills to assist Lahash with financial operations
- b. Oversee a monthly meeting at least once a month with the Lahash Finance Team

3. Manage the Finance Operations at Lahash USA

- a. Maintain a Financial system (reports, procedures, polices, and forms) that ensures Lahash has financial accountability.
- b. Protect assets by establishing, monitoring, and enforcing internal controls.
- c. Assist Lahash's leadership in the annual budgeting and planning process by establishing schedules; collecting, analyzing, and consolidating financial data; recommending plans. Review all financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate.
- d. Oversee and monitor the data entry for revenues and expenses each month
- e. Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep senior leadership abreast of Lahash's financial status.
- f. Support the Executive Director and COO in engaging the Lahash Board's audit and finance committees around issues and trends in financial operating models and delivery.

- g. Oversee all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for grants.
- h. Manage organizational cash flow forecasting by working in partnership with the program managers; continuously collaborate with program directors.
- i. Ensure payroll is completed each month
- j. Oversee partner transfers each quarter
- k. Review bank reconciliations, statements, receipts, online donations & QuickBooks each month
- l. Maintain the Lahash Finance email address and be present to answer questions that partners and team members may have
- m. Comply with federal, state, and local legal requirements by studying existing and new legislation; anticipating future legislation; enforcing adherence to requirements; filing financial reports; advising management on needed actions.
- n. Conduct a biannual External Review or Audit
- o. Protect operations by keeping financial information and plans confidential and secure.
- p. Work with the Media team to create an Annual Report each year

4. Support the Finance Operations at Lahash East Africa

- a. Travel to East Africa once per year to visit Lahash Partners and to thoroughly review policies, methods, and procedures at the various partnerships
- b. Oversee yearly trainings for the East African partners to assist them in improving their competency, knowledge, and financial systems.
- c. Work with the East Africa Director to collect regular financial reports from the Lahash partners and conduct an external audit of our partners each year in East Africa.

5. Lahash Community Participation

- a. Attend the weekly Lahash evening meal with the Portland community (Mondays)
- b. Attend the Lahash East Africa Conference every two years
- c. Participate the annual U.S. staff retreat
- d. Attend the monthly solitude days and various other spiritual and educational growth events for the Lahash team

Knowledge, Skills, and Abilities

- Minimum of a BA, ideally with an MBA
- QuickBooks or other accounting software experience
- Skills should include organizational development, personnel management, budget development and maintenance, and strategic planning; demonstrated success developing and monitoring systems to manage both operational and programmatic work
- Excellent people skills, with the ability to manage and work alongside a diverse team
- Personal qualities of integrity, credibility, and commitment to the mission and vision of Lahash International
- Ability to multi-task, flexibility, and resourcefulness
- Proactive in starting, maintaining, and completing tasks
- Prompt and thorough job performance
- Team player

Personal Attributes & Values

- A maturing relationship with Jesus Christ
- Adheres to the Lahash Statement of Faith and the ethics and morality of the Lahash Staff Handbook
- A passion for caring about vulnerable kids and a desire to advocate on their behalf
- A kind and gracious attitude toward others

- Filled with integrity and pursues spiritual disciplines

Equipment Used

- Mac & PC computers, digital cameras, kindles, Apple, Microsoft and Google software

Other Duties as Assigned

In this and any position with Lahash International, it is impossible to predict the many requests and assignments that can and will be made on an employee. Flexibility and a cooperative spirit are crucial characteristics of the person who holds this important position and for the successful operation of Lahash International services.

Mission Statement

We partner with African Churches to Holistically Care for Vulnerable Children

Vision Statement

Our vision is that all children in Africa know Jesus and thrive as they are loved by a flourishing Global Church.