**Director of Finance**

 **Job Description**

**Summary**

The Director of Finance oversees all Underground Network accounting and bookkeeping, serves our movements and staff as well as providing administrative and consulting support to the micro churches of the Underground. Candidate should have competence in nonprofit accounting and human resources, as well as good communications skills and ability to supervise a small team, work as a part of an executive committee and be able to thrive with a minimal level of day to day supervision.

**Some Key responsibilities**

* Communicate with Managing Director regarding expense accounts and open projects of the Underground.
* Participate in Directors’ meetings and align the finance department with the organizational goals.
* Collaborate with other directors to increase Underground’s growth and to streamline services to the network.
* Supervise and manage a small team that handles deposits coming into the Underground.
* Oversee daily expenses for The Underground and micro churches.
* Process and calculate payroll through Intuit Payroll services and write checks when necessary. Pay payroll taxes and create a breakdown in QuickBooks.
* Create quarterly reports for upper management. It includes a budget vs actual comparison and balance on all accounts managed by the Underground.
* Prepare end of the year reports to fill out 990 and present to the board.
* Maintain communication with organizations we support and respond to prayer or financial requests
* Manages and relays all financial information. Communicates with both donors and vendors.
* Always seek to improve current systems and to streamline the process for micro churches on an efficient and economical manner.

**Qualifications**

* Minimum of a Bachelor’s Degree, ideally in Accounting and Finance
* At least 2 years of overall professional experience; ideally two years of bookkeeping or other related accounting tasks
* The ideal candidate has experience of final responsibility for the quality and content of financial data and work they have prepared
* Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds
* Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software
* Commitment to training programs that maximize individual and organization goals across the organization including best practices in human resources activities
* A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making
* Excellent communication and relationship building skills with an ability to prioritize, negotiate and work with a variety of internal and external stakeholders
* A multi-tasker with the ability to wear many hats in a fast-paced environment
* Personal qualities of integrity, credibility, and dedication to the mission of the UNDERGROUND Network, Inc.
* Commitment to uphold the Underground philosophy and mission and contextualize it for the department.