

Finance and Administration Manager/Officer

Position Description



CCIH is recruiting a talented leader to manage finance and administration. Depending on qualifications of a successful candidate, this position may be classified as either Finance and Administration Manager or Officer.

ABOUT CCIH

CCIH, www.ccih.org, is a global membership association with approximately 150 Christian organizations, 20 secular or interfaith affiliate organizations, and over 400 individual members. Motivated by our Christian faith and our values, CCIH envisions a world where all have access to quality healthcare and prevention services. Our mission therefore is to mobilize and empower our network to promote global health and wholeness from a Christian perspective. CCIH has earned a respected reputation for its information sharing and networking services and as an advocate for faith-based organizations in the professional global health and development community. Annual revenue is about \$1.0 million, derived from membership dues, donations, and a variety of grants. CCIH is an equal opportunity employer. This position reports to the CCIH Executive Director.

POSITION DESCRIPTION

The main purpose of this position is to carry out and manage CCIH's financial accounting to achieve the following goals: produce accurate financial statements, manage income and expenses for acceptable margin, comply with government requirements, and minimize financial and organizational risk. In addition, this position participates in strategic planning and production of grant proposals and reports and oversees member relations, HR, IT, facilities, contracts, and compliance. This position reports to the CCIH Executive Director. The role is based in the Washington, DC metropolitan area.

RESPONSIBILITIES

Finance Manager duties include and are not limited to:

- Day-to-day financial accounting using QuickBooks, including Payroll, A/P, A/R, and general journal entries
- Allocations of wage/tax/benefits to grants and CCIH
- Bank account maintenance: Make deposits, manage cash flow, write checks to pay invoices
- Annual audit support
- Staff and contractor time and expense sheet review
- Vendor management and bill payment
- Record keeping for transactions including receipts, invoices, and agreements
- Preliminary budgets for annual operating expenses and grants
- CCIH annual conference budget, pricing, expenses, income, and major contracts
- Conference registration, staffing and support, payment and records
- Grant input and expense tracking
- Government reporting: input into required financial and organization filing and documents

Human Resources

- Position descriptions are current,
- Job searches supported, candidates vetted and interviewed, recommendations for hire to ED
- New employee orientation on operations tools and processes
- Monthly benefits payment and related accounting
- HR outsourcing firm oversight for: a) ensuring compliance to employment laws, b) maintaining employment policies, and c) new hire intake including paperwork and benefits

Administration

- Travel insurance for staff or CCIH volunteers
- G Suite access and staff hardware oversight
- Compliance records for finance, HR, grants and governments
- Contract review and recommendation to Executive Director
- Property records maintained
- Business insurance, including workers compensation, unemployment compensation, general liability, directors and officers insurance, and employment practices insurance
- Other duties as assigned

Finance Officer: All above listed duties, plus:

- Bank accounts reconciled monthly
- Monthly financial statements by 15th and Year End statements by end of month following close
- Financial analysis for accuracy, margin creation, compliance, risk, and operational improvements
- Annual budget development for Executive Director and Board Treasurer review and Board approval
- Grant proposals budget development, reporting and close out spending
- Restricted funds management
- Set up and manage payroll
- Government required reports, including the 990, VA state solicitation package, VA corporation registration, 1099s, 1096, distribution of W-2s and W-3, and year end giving statements
- Internal controls, financial, and HR policies and procedures developed and monitored
- Presentations to Board of Directors and Annual Membership Meeting

WORK CONDITIONS

- Apart from a small Operations office in Sterling, VA, staff work remotely and meet frequently via phone, online, and occasionally in person when needed, typically in the Washington, DC area.
- Although it is rare, some overnight travel will be necessary especially around the CCIH annual conference.

REQUIREMENTS

Manager:

- Reside in the Washington, D.C. metropolitan area
- Degree in accounting, finance, or business administration
- 3-5 years of experience in a similar role
- QuickBooks experience
- Excellent Excel skills and Intermediate proficiency with MS Office and G Suite products
- Extremely high attention to detail

- Ability to lift and move boxes or materials weighing up to 25 pounds
- Ability to travel locally or regionally, for several days
- Ability to accomplish goals independently with limited supervision
- Ability to work with many deadlines each month and work under tight deadlines
- Ability to work remotely and participate in virtual or in-person meetings when necessary
- Excellent English written and oral communication skills
- Ability to support CCIH's mission: promote health and wholeness from a Christian perspective.

Officer:

- Budget development experience
- Financial reporting experience at the board level
- Familiarity with internal controls and business insurance
- Understanding of HR rules and policies, and employee benefits
- Ability to resolve unclear financial transactions through research and correspondence

ADDITIONAL CAPABILITIES AND ATTRIBUTES DESIRED

- CPA and/or MBA a plus
- Association experience preferred
- Commitment to CCIH Mission, Vision and Values
- Comfort working in a Christian workplace that includes prayer and references to scripture
- Take ownership attitude
- Team player who takes pride in their integrity and represents CCIH honestly
- Understanding of basic business processes of a membership organization
- Excellent interpersonal skills with ability to work well with diverse groups of people or cultures

SALARY AND BENEFITS

Salary and benefits are comparable with non-profit, faith-based organizations with annual revenue of \$1.0 million. The position is salaried, exempt and eligible for benefits.

HOW TO APPLY

Please send a cover letter with salary range requirement, resumé, list of 3 references to jobs@ccih.org. Applicants accepted until position filled. *Please tell us how you learned of the position in your letter. Incomplete applications will not be considered.*