Finance Director
Job Description

The Ridgeway Alliance Church consists of 3 locations (Armonk, White Plains and New Rochelle). It also operates a nursery school for ages 2 through kindergarten (collectively Ridgeway). Total revenues are approximately $3.6 million. Ridgeway is currently looking to hire a Finance Director. See below for details.

**General**
Ridgeway is looking for a candidate who is responsible for overseeing the General Accounting and Financial Reporting functions including Budgets, Payroll, Credit, A/R and A/P. This position will be responsible for developing and maintaining accounting principles, practices, and procedures to ensure accurate and timely financial statements.

This position addresses tight deadlines and a multitude of accounting activities including general ledger preparation, financial reporting, year-end audit preparation and the support of budget and forecast activities. He or she is responsible for implementing and maintaining a system of internal controls that will ensure that company assets are adequately safeguarded and that all financial reporting is prepared in compliance with all financial policies and US GAAP.

**Organizational Relationship:**
The Finance Director shall be accountable to the Executive Pastor and the Executive Board/Treasurer and shall maintain open communication and work cooperatively with the pastors and the entire church staff to serve the church membership and the general public. The following tasks are expected as part of the candidate’s daily functions:

- Manage the accuracy and productivity of day-to-day activities of accounts payable, invoicing/billing, collections, payroll, inventory, fixed asset records, general accounting, cost accounting, and information technology.
- Develop, improve, and issue timely monthly financial statements.
- Coordinates and oversees all financial activities relative to internal controls documentation with testing and segregation of duties.
- Provide financial analyses to evaluate company ventures or special projects, programs, capital expenditures, ministry costing, etc.
- Prepares budgets by establishing schedules, collecting, analyzing, and consolidating financial data.
- Interface with outside audit firm, banks and lessors, casualty/liability insurance agent(s), and credit card companies.
- Safeguard assets and assure accurate and timely recording of all transactions by implementing disciplines of internal audits, controls and checks across all departments.
- Supervises the completion of Federal and State tax reporting requirements (including sales and use, payroll, and other local taxes), insurance reports and other reports.
required by government regulation if any. Also, assists with tax related issues and meeting reporting requirements.

- Ensures that all computer systems continue to operate as required. Involved in validating/designing suggested IT changes to ensure accounting requirements continue to be met.
- Other duties as necessary.

**Requirements**
The Finance Director shall profess a personal faith in Jesus Christ and must be a member in good standing of a like-minded church. He or she shall demonstrate a professional decorum, capability for problem solving, and ability to work in a high-pressure environment. Skills appropriate for this assignment include strong executive management, organizational, and administrative skills in a teamwork-based environment, requiring minimum supervision on multiple projects/tasks, coaching and empowering staff, and an ability to engage in decision-making with the larger institutional objectives in mind. He or she shall demonstrate interest in the purpose and ministries of Ridgeway Alliance Church.

**Education:**
- Undergraduate Degree, preferably in Accounting
- CPA certification, a plus

**Experience:**
- 5 years of Public Accounting or Private Industry accounting experience
- Manager experience in public accounting will satisfy experience requirement
- Prior management experience preferred. Involvement in nonprofit accounting
- Knowledge with QuickBooks is required. QuickBooks Pro experience is preferred along with payroll management experience.
- Ability to work collaboratively

Email resume and cover letter to: treasurer@ridgewaychurch.com