



**Finance Director
Job Description**

Updated March 2021

Mission Statement

To invite and challenge youth to a lifelong adventure with Christ and His church.

Organization Overview

Founded in 1970, Youth Dynamics (YD) is a Christian ministry serving youth 11 to 24 years old in the Northwest through adventure experiences and dynamic relationships. Young people are facing pressures and challenges unlike any time in history. More than ever, students need experiences like those offered through Youth Dynamics to help them process life, navigate risk, engage with the outdoors, and create space to learn about themselves and God. Youth Dynamics operates 14 ministries and counting.

Position Overview

This is an exciting opportunity to join a vibrant Christian organization with over 50 years of impacting youth. We are looking for the right fit - a person who shares a passion for our ministry and has the right qualifications. The Finance Director is responsible for providing leadership and management to the financial aspects of Youth Dynamics with integrity and accountability to all constituents.

Youth Dynamics Core Values

- **Youth:** We believe that reaching young people is strategic to impacting the world for Christ.
- **Relationships:** We believe in going beyond programs and investing our lives in relationships with teens.
- **Adventure-based experiences:** We believe that taking youth beyond their comfort zone and utilizing God's creation creates powerful opportunities for community building and spiritual growth.
- **The local church:** We believe that the local church is the place of lifelong growth and maturity for believers.
- **Spiritual vitality:** We believe that spiritual health is critical to our success and longevity.
- **Staff and Donor care:** We believe that caring for our staff and donors is critical to our growth and effectiveness.

Internal Commitments

1. We commit to treating each other with honor and respect.
2. We commit to authentic relationships and healthy conflict resolution.
3. We commit to being accountable to one another, regardless of position.

4. We commit to professionalism and excellence.
5. We commit to utilizing each person's unique gifts and abilities.

Key Responsibilities

- 1. Faithfully stewarding resources entrusted to God's Work Through Youth Dynamics.** Above all, the Finance Director works with the President, Board of Directors, and staff to lead a comprehensive, effective, and best practices financial management system for a Christian organization with an approximate annual revenue of \$2.75 million/year from a combination derived from individual contributions, earned income, and grants. Also, YD owns several properties and other equipment that contributes to the asset base. The Finance Director is someone who has a passion for God, for seeing his or her work make an eternal difference in the lives of others, and who is willing to take YD into the future with the best accounting practices available for non-profits.
- 2. The work** of this position is expected to be timely and accurate.
- 3. Accounts Payable.** Process bills regularly and write checks.
- 4. Income Processing and Gift Receipting.** Supervise income processing and financial gift receipting (currently have an Accounting Assistant and Office Administrator who does this. Finance Director will supervise this process).
- 5. Reconcile Checking Accounts.** YD has several checking accounts. Recording the expenses of locations/ministry areas into QuickBooks. Look into closing some of these accounts and streamlining accounting services for the entire organization.
- 6. Process Payroll.** YD has about 45 staff who are considered missionaries and raise financial support. This role tracks income/expenses for approximately 150 funds (scholarships, golf, building, vehicle, and a variety of other funds). Staff is paid based on the balance between income and expenses. Payroll involves interconnected Excel spreadsheets that track these funds. Once payroll is completed, verifying balances are correct between QuickBooks and Excel spreadsheets. Concrete knowledge of Excel a must.
- 7. Responsible for Payroll Taxes.** Washington State, Oregon, and Idaho and Federal 941 and W2's, and 1099's. Responsible for maintaining the taxes in total and distributing those taxes by the areas they represent.
- 8. Prepare Monthly Reports.** These reports are for the board of directors, the President, staff (when needed) and they track all of the 150 fund balances and pull together all balanced bank accounts and payables.
- 9. Budgeting for the Organization.** This includes working with that staff, Treasurer, and President, and includes approximately 15 separate budgets that get combined into one overall budget. Prepare budgets in a timely fashion.
- 10. Fundraisers/Events Accounting.** Responsible for accounting and receipting of funds raised at events (i.e. banquets, auctions, Golf Marathon, etc.). Possessing knowledge of non-profit laws and regulations is important (or eagerness to learn them).
- 11. Stonewater, Idaho Adventure Base, Oregon Adventure Base Accounting.** These three larger locations have localized accounting and funds they pay each month to Support Services. Strong

communication with each of these locations is vital, maintaining invoices and the balances between the inter-organizational accounts.

12. Tracking Grant and Capital Campaign Funds. Tracking and producing the right financial information needed for grant applications and summaries. Assist with capital campaigns as needed.

13. Prepare for and Assist in an Annual Audit or Review by a CPA.

14. Organizational Forecasting, Projections, and Presentation Content. Work with the President, Development Staff, and Treasurer for forecasting, projections, any supporting or presentation documents.

Required Skills

1. **Time Management:** Can plan and organize own use of time, meet deadlines, and is a forward thinker.
2. **Administration:** Can implement ministry-wide use of reports and strategic outcome tracking tools.
3. **Communication:** Effectively communicate to various audiences through written and verbal skills.
4. **Understand and Demonstrate Proficiency in Excel and QuickBooks.**
5. **Adaptable and Proactive.** As YD grows, we desire the Finance Director to adapt to new challenges and opportunities to make us a more effective organization and serve our constituents and staff better.
6. **Open and Transparent in Making Decisions.**

Qualifications

1. Must sign Statement of Faith.
2. A passion for reaching youth and impacting others through non-profit work.
3. Accounting Degree or Equivalent experience and demonstrated proficiency in Excel and QuickBooks.
4. Teachable spirit and a proven team player.
5. An eagerness to learn.
6. Minimum 5 years of professional accounting experience (non-profit experience is preferred).

Reports to

President

Salary and health benefits (if needed) included, dependent on experience, and aligned with YD salary guidelines.