

**POSITION DESCRIPTION**  
**June 2020**

- TITLE:** Assistant Director of Financial Operations
- FUNCTION:** The primary function is to review and coordinate the reporting of all accounting and financial transactions related to the operations of the Programs and Administration of BBT. Additional functions include producing monthly financial statements, managing payroll, monitoring and managing cash flow, preparing account analyses, and providing backup for other positions in the Finance Department.
- REPORTABILITY:** This full-time salaried staff position reports to the Director of Financial Operations.
- AUTHORITY:** The Assistant Director of Financial Operations has the authority to —
1. Represent the Finance Department when fulfilling the responsibilities of the position, as outlined in this position description or assigned by the Director of Financial Operations and/or the Chief Financial Officer.
  2. Assume the responsibilities and authority of the Director of Financial Operations in her or his absence.
  3. Recommend policies or procedures for the Finance Department to the Director of Financial Operations.
  4. Recommend priorities and agenda items to the Director of Financial Operations.
- ACCOUNTABILITY:** As specified in the Ethos Statement, all members of the Church of the Brethren Benefit Trust staff are “accountable, individually and corporately, with each other and those we exist to serve.”
- This position is accountable to all members in the Finance Department. This position also interacts with and serves the needs of the colleagues of Church of the Brethren Benefit Trust.
- GENERAL ACCESS:** In order to fulfill the responsibilities of the position, the following access is required:
1. Access to the building at all times.
  2. Access to the vault.
  3. Access to a BBT laptop.
  4. Local and remote access to all financial systems, records, and files.
- DATABASE ACCESS:** This position shall have access to databases as outlined in the spreadsheet, which is annually reviewed and updated by members of the Management Team and stored in the Management Team SharePoint folder online.
- RESPONSIBILITIES:** The Assistant Director of Financial Operations will —
1. Fulfill the duties of the position in the context and spirit of the Ethos Statement and Mission Statement.
  2. Develop and maintain a working knowledge of all financial systems.
  3. Maintain a working knowledge of the responsibilities of the Director of Financial Operations and all positions reportable to the Director of Financial Operations.

4. Assume duties of the Director of Financial Operations and/or Accountant/Bookkeeper in their absence.
5. Produce the monthly financial statements, including the review of journal entries, bank and investment account reconciliations, and detailed account analysis.
6. Review and report all financial transactions of the organization.
7. Serve as backup in preparing and processing ACH debits and credits.
8. Monitor and manage cash flow.
9. Manage payroll processing.
10. Maintain tax return files and prepare or review Forms 1099, 990, 941, and 945.
11. Maintain the general ledger system.
12. Assist with the annual financial audit.
13. Assist with the annual budget.
14. Serve as primary contact for the Finance Department with the organization's reconciliation agent.
15. Travel on behalf of the organization as assigned.
16. Complete other duties assigned by the Director of Financial Operations.

**QUALIFICATIONS:**

- Bachelor's Degree in Accounting or Finance
- CPA Required
- 5 years of progressive experience in accounting or finance
- Excellent problem-solving and strong analytical skills
- Ability to partner with cross-functional groups to drive and influence business solutions
- Ability to drive, best in class process improvements
- Strong proficiency in Excel
- Unquestioned integrity and ethics
- Confident self-starter with ability to work with minimal supervision
- Supervisory and leadership skills
- Excellent written and oral skills
- Nonprofit accounting experience a plus

**WORKING  
CONDITIONS:**

This position includes physical requirements: seeing, hearing, standing/walking, climbing/stooping/kneeling, lifting/pulling/pushing, and fingering/grasping/feeling.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.