



Job Description

Director of Financial Services

Status: Full-time, salaried with benefits

Reports to: CEO

Agape Flights is a Christian aviation ministry, delivering cargo, mail and humanitarian aid to 350+ missionary families in Haiti, the Dominican Republic and the Bahamas. In a world where resources are few and the infrastructure is sparse, Agape Flights' timely deliveries of mail and supplies are vital to sustain missionary families and their ministries. Agape Flights also delivers humanitarian aid and religious supplies to Cuba and expedites relief supplies during disasters and emergencies to our mission partners throughout the Caribbean.

The Director Financial Services leads all day-to-day finance operations of a \$1+ million budget, and is responsible for Agape's Accounting Department functions such as general ledger accounting, accounts payable, accounts receivable, payroll, and missionary accounts. The Director oversees all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements, and in support of the Evangelical Council of Financial Accountability (ECFA) standards and the organization's annual independent audit.

S/he will exemplify Agape's Core Values of Service, Integrity, Excellence and Shared Purpose with a passion to deliver service with excellence and compassion.

Primary Responsibilities:

- Oversees and processes financial data related to Agape operations.
- Tracks, processes, and communicates activity related to 300+ missionary cargo accounts.
- Maintains and improves day to day systems related to Agape accounts, ledgers and reporting systems.
- Maintains internal control and safeguards for receipt of revenue, costs, program budgets, and expenditures.
- Coordinates all audit activity.
- Oversees the organization's transaction processing systems.
- Oversees employee benefit plans, with particular emphasis on maximizing a cost-effective benefits package.
- Consistently monitors and analyzes financial data and presents financial reports in an accurate and timely manner to the CEO.
- Monitors cash balances, flow, and forecasts.
- Serves Agape's primary representative with auditors, and investigates their findings and recommendations.
- Supervises Agape's Accounting Volunteer Staff and one employee, the Accounting Specialist, whose duties include accounts payable, payroll and assisting with missionary accounting.
- Develops financial strategies in cooperation with the Executive Management Team and CEO.
- Monitors and maintains appropriate insurance coverage.

Coordination and Collaboration:

- Serves on Agape's Executive Management Team and collaborates closely with the CEO, Director of Missionary Services, Director of Development, Donor Relations and Database Manager, and Missionary Care Coordinator.
- Maintains positive relationships with Agape staff members and volunteers.

Qualifications:

Has a personal relationship with Jesus Christ and a passion to "Serve Christ by Serving His Missionaries"

Minimum of a BA; CPA, CMA, and/or MBA preferred. A combination of experience with an Associate Degree in Accounting may be considered.

Solid non-profit experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, and payroll.

Technology savvy - including experience with online donation credit card processing, QuickBooks, Excel, Access, and Microsoft Office suite – Word, Excel and Outlook.

Excellent interpersonal and communication skills.

Ability and desire to translate complex financial concepts to individuals at all levels including finance and non-finance staff members.

Detailed oriented, highly organized with good time management skills.

Performance Characteristics

Is compelled by the love of Christ and the Agape Flights mission to serve missionaries

Is a strong independent worker who values team collaboration

Is thorough, accurate and organized, yet flexible

Is energized by the opportunity to assess, recommend, and implement positive processes

Interested applicants should email a cover letter and resume to HR@agapeflights.com

We thank you for your interest; only those selected for an interview will be contacted