



## **Director of Finance**

***The mission of GENEVA Camp and Retreat Center is to create an environment where the presence of God is experienced, the love of Christ is demonstrated, and a Spirit-filled life is inspired.***

**Status:** Full-time, exempt

**Reports to:** Executive Director

Life is busy. You may notice there are more opportunities for kids than ever before – ways to connect, stay active, get better, succeed, and achieve. These are important. And yet there's a part of us, and our kids, that yearns for a little space. A break in the busy and doing – a place to be free.

Camp Geneva meets kids here.

We invite them out of their normal environment into a place free of distractions, demands, and expectations. We surround them with counselors who love them and live out the love of Jesus in a tangible way, and we intentionally encourage a community of kindness, compassion, enthusiasm, creativity, and presence.

Our program is built on opportunities for campers to have fun while feeling God's love, growing in faith, and glimpse the Christian faith in all its fullness. Since its beginning in 1948, we have created a haven where all those who come to GENEVA will feel the freedom, acceptance, and love of Jesus Christ, and be spurred on to share this indescribable love with others.

GENEVA's Director of Finance maintains financial reporting systems in support of GENEVA's operations using appropriate accounting and business principles, procedures and practices.

### **Personal Characteristics Desired:**

- Strong commitment to the Christian faith
- Commitment to the mission of GENEVA Camp and Retreat Center
- Ability to communicate in a clear, helpful, and hospitable manner over the phone, in person and via email
- Desire to continually update skills in the use of emerging workplace technology.
- Ability to work cooperatively with others in a team setting
- Adapts well to change

### **Key Responsibilities:**

- Maintain the general ledger accounting in support of all required financial reporting for the non-profit entity
- Coordinate external audits by completing workpapers requested by accounting firm for preparation of annual Tax Returns and Audited Financial Statements.
- Facilitate cash management programs and conduct all banking transactions
- Prepare and distribute monthly departmental budget/financial reports in a timely manner
- Plan, direct, and review operations of the financial system, including accounting, accounts payable, accounts receivable, and financial reporting
  - Lead month-end close process

- Analyze trial balance amounts from month-to-month and year-to-year and investigate significant variances.
- Prepare and review all accounts at year-end to ensure the Balance Sheet accounts are accurate, and properly supported with detailed information.
- Analyze and interpret financial data and recommend changes to improve systems and financial performance.
- Propose journal entries to be made.
- Create internal control procedures, recommend improvements to strengthen controls, and document workflow of key financial processes
- Responsible for reporting compliance based financial reports, including, but not limited to escheats obligations to the State of Michigan and annual 1099-MISC tax reporting
- Evaluate present accounting and procedural control systems to enhance efficiencies within the Accounting Department
- Assist the Executive Director in completing and monitoring the annual budget.
- Complete Special Projects and tasks as deemed appropriate by the Executive Director.
- Work closely with development team monthly in balancing campaign financials and reconciling donations
- Direct supervision of the bookkeeper
- Perform other duties as assigned

**Experience/Qualifications/Necessary Skills/Knowledge:**

- Bachelor's degree in accounting
- Strong accounting background with the ability to prepare monthly and annual financial statements
- A minimum of five years accounting preferred
- Demonstrate exceptional organizational skills with impeccable attention to detail
- Ability to establish and monitor priorities, maintain flexibility, and meet deadlines
- Proficient in Microsoft office programs such as Word and Excel
- QuickBooks experience preferred
- Demonstrate strong computer, data processing, and internet skills
- Ability to manage multiple projects at a given time
- Ability to work independently as well as on a team with a collaborative approach
- Effective written and verbal communication skills
- Work successfully with minimum supervision
- Ability to manage confidential camper, staff and donor information with sensitivity and integrity

**Physical Demands of Position**

The ability to perform work outdoors and/or indoors in a ministry center environment.

The ability to sit, walk and/or stand for extended periods of time.

The ability to bend, stretch, reach with a full range of motion, and to lift moderate weights of up to forty (40) pounds.

**Why you might want to work with us:**

In addition to stewarding a vibrant ministry, you will be part of a mission-oriented staff who love to share the good news of Jesus Christ by showing love and hospitality. At GENEVA, we invite folks (both youth and adults) to step away from the busyness of their everyday schedules to hear God's call on their lives. We serve in one of the most beautiful environments of God's creation with an energetic team who gets things done and has fun while doing it.

We encourage and promote professional development opportunities in this role.