

Title: Chief Financial Officer

Department: Finance

Reports to: USSB Director Team

Classification: Full-time, exempt, 40 hours a week

SUMMARY: Frontiers is a Christian, faith-based non-profit partnering with churches to send their workers overseas. The CFO contributes to the planting of churches in the Muslim world by providing oversight of all financial transactions and accounting at Frontiers' US Sending Base (USSB).

ESSENTIAL RESPONSIBILITIES:

- Oversees the day-to-day operations of the finance department including:
 - Receipt of donations and the proper fund allocation.
 - Disbursement of funds via check, credit card, electronic funds transfer, etc.
 - Communication with field workers, other departments, and vendors.
- Supervises the preparation of payroll, ensuring all employees are paid accurately and in a timely manner.
- Ensures all financial reports are prepared accurately and distributed to the USSB leadership and the Board of Directors in a timely manner.
- Manages cash flow, including communications with bank and investment managers
- Communicates directly with field workers on items of a more sensitive or difficult nature.
- Supervises the preparation of financial reports and information required for the annual audit.
- Oversees the preparation of the annual budget with the USSB Director Team.
- Ensures that expenditures are in line with the budget.
- In coordination with the Human Resources Director, oversees the health care benefits for American field and USSB workers.
- Reviews contracts and other agreements as necessary.
- Serves as counsel to the USSB Director Team and other directors on various issues of a financial nature.

SKILLS/TRAITS:

- Exhibits a heart for Jesus Christ, missionaries, mission and Muslims.
- Excellence and grace in supervising others.
- Ability to communicate financial concepts to non-financial people, both in writing and face to face.
- Understands and applies the IRS basis for reimbursing expenses tax-free.
- Meets work deadlines/goals on a consistent basis.
- Detail orientated, strong organizational and problem-solving skills.
- Shows an interest in people, not just the tasks.
- Communicates with grace even in difficult circumstances.
- Excellent spreadsheet skills and experience with Outlook, and accounting software.
- Understands governmental regulations related to sending funds overseas.

QUALIFICATIONS:

- Personal relationship with Jesus Christ.
- Reside in or relocate to the Tempe/Phoenix area, where the USSB is located.
- Current CPA license.
- Undergraduate degree from an accredited university.
- At least three years of Chief Financial Officer experience is preferred.
- At least three years of supervisory experience is preferred.

Frontiers values the importance of life and work balance and offers flextime options. This job posting is a summary of the position. A full description will be provided during the recruiting process.

To apply, send a cover letter and resume to hr@frontiersusa.org. No phone calls please.