

Position: Director of Accounting & Human Resources

Heaven's Family's mission is to help build the Kingdom of the Lord Jesus Christ on earth. We do this through holistic discipleship: helping people to become obedient disciples of the Lord Jesus Christ by working to restore and transform their relationships with God, themselves, others, and with creation. We focus on the entirety of the person and their spiritual, physical, emotional, intellectual, and social needs.

Heaven's Family exists to know, to serve, and to glorify our great God. As the Lord links us with others in this mission, we are committed to generously serving them—whether they be our beneficiaries, donors, staff, or others within the body of Christ.

The importance and greatness of this calling compels us to intentionally seek excellence in all that we do. Because He first loved us, we continually develop a culture where we operate and see ourselves as a loving family: committed to one another, putting each other's needs above our own, and seeking the best in each other—as iron sharpens iron.

Heaven's Family is a 501(c)3 founded in 2003 and headquartered in Pittsburgh, Pennsylvania. In 2019, with a budget of \$2.8 million, *Heaven's Family* provided biblical teaching to over 530,000 people in 229 countries/territories and ministered to the pressing needs of the “least of these” in 36 nations. *Heaven's Family* has about two dozen staff.

Please visit www.HeavensFamily.org to learn more.

Position

This position should be viewed as a ministry and not simply just a job. The Director of Accounting & HR will report to the General Manager or equivalent position and will help set *Heaven's Family's* financial policies and direction while also being a participant in *Heaven's Family's* overall strategy. He or she will lead all financial administrations, human resources, and budgeting.

Specific responsibilities include:

- **Strategy**
 - Partner with the General Manager or equivalent position on operation and strategic issues, provide strategic recommendations based on financial analysis and projections, cost identification and allocation, and revenue/expense analysis.
 - Oversee long and short-term budgetary planning and cost management in alignment with *Heaven's Family's* strategic plan.
 - Engage with and maintain a high degree of trust with *Heaven's Family's* board of trustees regarding issues and changes in the operating model and operational delivery.

- **Financial and Operation Control & Management**
 - Coordinate all audit activities and ensure clean audits.
 - Ensure that finance staff maintain financial record systems in accordance with Generally Accepted Accounting Principles, and monitor the use of all funds.
 - Oversee the preparation and approval of all financial reporting materials and metrics for Focused Ministries, departments, and *Heaven's Family's* board of trustees; prepare and communicate monthly, quarterly, and annual financial information and statements.
 - Manage and control financial operations including forecasting, accounts payable, accounts receivable, disbursements, investments, and other cash management duties.
 - Oversee controls and reporting of *Heaven's Family's* micro-lending operations worldwide.
 - Manage relationships with banks, financial institutions, and professional services firms (e.g. auditors).
 - Review all formal finance and HR related procedures, processes, and administration, recommending improvements to the systems in place and managing the systems going forward.
 - Evaluate and oversee all benefits negotiations, thus providing the most competitive packages for *Heaven's Family's* employees.

- **Team Management**
 - Develop and manage the Accounting and Human Resources staff.
 - Engage with Ministry Directors and Department Heads to facilitate cross-department collaboration that ensures that all financial and HR solutions positively support *Heaven's Family's* evolving strategy and operational delivery.
 - Provide guidance on attracting and developing staff for *Heaven's Family*.

Qualifications

The Director of Accounting & HR should have 5+ years of professional experience, including managing financial and human resource operations (preference given to nonprofit experience).

The Director of Accounting & HR should have the following:

Character Strengths:

- Committed follower of Jesus in whole-hearted agreement with *Heaven's Family's* mission, vision, statement of faith, and code of conduct.
- Desires to bring glory to God through all that he/she does.
- Personally committed to being a disciple of the Lord Jesus Christ and seeking opportunities to help make disciples with other staff, donors and beneficiaries.

- Intentionally pursues excellence in all things, even in the face of hardship: because we are serving our glorious King who died for and redeemed us.
- A servant's heart that puts the needs of others before himself/herself (e.g. If cleaning toilets is beneath you, then no need to apply).
- Devoted to loving our beneficiaries, donors, and staff, and seeking God's best in each other, as iron sharpens iron.
- Has a love for learning: always seeking betterment for the glory of our Lord.

Experience and attributes:

- Must reside in the United States.
- CPA or equivalent experience.
- Excellent leadership and people skills.
- Nonprofit experience is highly desirable.
- International bank experience is highly desirable.
- Great oral and written communication skills.
- Must be a self-motivated, details-oriented problem solver.
- Able to work from home and travel a few times a year to attend *Heaven's Family* meetings and potentially overseas if necessary.
- Experience with QuickBooks is required.
- Experience with SalesForce is desirable.
- Technologically competent.

How to Apply

If interested, please send your resumé, cover letter, and salary requirements to HumanResources@HeavensFamily.org. Although all applications are appreciated, only those candidates selected for an interview will be contacted.