

# Director of Administration and Finance

## Job Description:

The Director of Administration and Finance provides strategic guidance to help the organization achieve and maintain a healthy financial position by setting direction, developing policies, and establishing guidelines from both financial and administrative perspectives. This role oversees the daily operations of the Administration and Finance Department, including Accounting, Finance and Investment, Information Technology, Human Resources, Strategic Planning, the Project Management Office, the Literature Distribution Center, and Facilities Management.

## Principal Duties and Responsibilities

### 1. Planning and Implementation

- a. Participate in organizational strategic planning, contributing to the areas of finance, technology, human resources, and other functions within the Administration Department.
- b. Based on the organizational strategic plan, lead administration departments in developing and implementing detailed long-term and short-term plans in finance, technology, and human resources.
- c. Collaborate with other members of the management team to develop and implement organizational policies and procedures that align with AFC's strategic plan.
- d. Develop strategic plans for ministry units in collaboration with relevant stakeholders.

### 2. Financial Management

- a. Develop a financial strategic plan aligned with the organizational strategic plan to support ministry funding needs.
- b. Draft and recommend financial policies and guidelines for organizational approval.
- c. Oversee working capital management and cash flow forecasting.
- d. Collaborate with the external investment manager to create or revise the Investment Policy Statement, develop capital market expectations, design asset allocation strategies to meet return and risk objectives, and effectively utilize the AFC endowment portfolio to support ministry operations.
- e. Participate in the Finance and Investment Committee to evaluate and make recommendations or decisions regarding capital investment projects and investment options.
- f. Collaborate with the Controller to analyze financial reports, interpret trends, forecast future financial scenarios, and identify potential risks or issues for proactive resolution.
- g. Work with other team members to review budget proposals and to develop and maintain a viable annual budget.
- h. Direct the preparation of budgets and provide supporting documentation and justifications for review by the President.
- i. Serve as a liaison to the Board Finance Committee, providing necessary financial data and insights to support the committee's oversight responsibilities.

### **3. Technology Management**

- a. Oversee the IT Department and support the IT Manager in developing a technology strategic plan that aligns with the organization's overall strategic direction.
- b. Evaluate and adopt new technologies in a cost-conscious manner to improve operational efficiency.
- c. Design and develop custom software functions and reports to meet operational needs when commercial solutions are cost-prohibitive.

### **4. Administrative Operations and Personnel Management**

- a. Oversee daily administrative operations and promote operational efficiency across departments.
- b. Facilitate collaboration among Accounting, IT, and HR departments to develop operational plans that support ministry goals and day-to-day functions. Identify opportunities for cost reduction and negotiate with relevant departments to achieve savings.
- c. Participate in procurement planning, vendor selection, and contract finalization. Monitor and oversee investments in coordination with AFC's Investment Manager. Approve all non-book purchase orders in accordance with the organization's financial policy.
- d. Develop and implement administrative policies and procedures. Manage, coach, and mentor department heads within the Administration area in a professional and biblically aligned manner.
- e. Lead and support functional managers in achieving their annual goals. Maintain accurate and up-to-date personnel records.
- f. Serve as the Human Resource Manager for all of AFC's ministries and operations. Manage the hiring and termination process for staff within the Administration Department.

### **5. Strategic Planning and Project Management Office (PMO)**

- a. Support project managers by providing standardized project management templates, tools, and methodologies.
- b. Assist department leaders by offering strategic planning templates and methodology to guide the development and execution of departmental strategies.

## **Job Qualifications**

### **1. Basic Requirements**

- a. Agreement with the organization's Statement of Faith, vision, and mission
- b. A committed Christian with a clear and strong sense of calling to serve in ministry leadership

## **2. Knowledge and Skills Requirements**

- a. Proven track record of developing and implementing strategic plans
- b. Professional-level expertise in financial and investment management; CFA credential required
- c. Strong background in operations and project management; PMP credential required
- d. Technical expertise in database and software development; OCP DBA credential required
- e. Excellent problem-solving skills
- f. Demonstrated strategic thinking and vision
- g. Effective leadership and management skills appropriate for a senior executive role

## **3. Education and Experience Requirements**

- a. MBA degree from an accredited institution
- b. Demonstrated experience in successfully leading and managing teams and departments
- c. Hands-on experience in developing enterprise-level software solutions
- d. Proficient in preparing fully reconciled and adjusted trial balances and producing complete financial statements with footnotes for annual external audits
- e. Experience in developing Investment Policy Statements (IPS) and designing asset allocation strategies for investment portfolios
- f. Proven track record in strategic planning, team-building, budget development, and financial management