

Financial Administrator Job Profile and Description

Vision Productions, Inc. is seeking a results-driven Financial Administrator with demonstrated success managing multiple aspects of a 501(c)3 organization, to work in our Kingsport, Tennessee location. The Financial Administrator is responsible for all aspects of the Foundation's finances. This position reports directly to the President and Board of Directors.

The main responsibility of the Financial Administrator is to oversee the accounting, monitoring and implementation of internal financial controls. The job entails having a strong oversight of the organization's finances. Candidate must be knowledgeable about activities that can make the organization financially solid while keeping away from the activities that would bring losses to the organization.

Vision Productions, Inc. is a Christian organization. The Financial Administrator must have a heart to serve and exemplify the Christian values of the organization both personally and professionally.

Responsibilities include:

- Extensive Bookkeeping in QuickBooks
 - Ensure that the financial records are accurate
 - Ensure that every expense is properly documented
 - Ensure that the books of accounts are compiled every end of the month
 - Ensure that the books of accounts are compiled at the end of every financial year
- Accounts Payable
 - Review Expense Reports for substantiation of expenses
 - Ensure that all accounts payable remain in good standing by remitting what is due on or before the due date
- Accounts & Pledges Receivable
 - Post Deposits
 - Provide donors with year-end documentation of individual accurate tax donation amounts
 - Provide donors with gifts-in-kind receipts and include these in the year-end individual documentation
 - Ensure that donations/pledges made for specific projects/missions be used only for those designated purposes.
- Financial Reporting
 - Reconcile bank accounts monthly and provide a report to the Treasurer of the Board of Directors and others if requested
 - Prepare Financial Reports, budgets, cost reports and financial forecasts on a regular basis
 - Present Financial Reports including budgets, cost report and financial forecasts at Finance Committee Meetings/Board Meetings
 - Inform the President and the Board of any current or perceived upcoming monetary deficiency
- Prepare IRS tax documents as required by federal law
 - Administer and manage Payroll and withholding taxes
 - Prepare tax documents as required by local and state laws governing 501(c)3 organizations
 - Audit – facilitate and prepare all schedules for the auditors. Answer questions and provide assistance to the auditors during field work. Review Draft of Audit for FOH Management. Provide information needed to outside CPA for tax preparation review
- Develop and Control Annual Operating Budget
 - Cash Management – Interfund transfers to cover operating cash needs
 - Develop cost centers for different departments of ministry
 - Project % of contributions attributed to overhead
 - Monitor monthly variances
 - Ensure that the decision makers of each department understand the financial implications of the missions they set for their department in a specific period
 - Approve finances to be used in specific projects by the staff based on estimates made by the accounting department

- Responsible for the budgetary control
- Develop a Debt-Free Plan for the organization
- Develop accounting processes/procedures including requisitions
- Determine & establish CDARS investments & maturity
 - Stay informed and be aware of other investment vehicles
- Development
 - Either solely or as part of a team, compose and submit grants for funding as requested
 - If grants are acquired, administer as necessitated by the grant and provide required grant reporting
 - Seek out fundraising opportunities
- Other Responsibilities:
 - Direct the duties of the Accounting employees
 - Make recommendations concerning insurance policies that provide the best quality for the lowest cost for the organization
 - Correspond with the senior management regarding any financial decisions that are made
 - Other duties and responsibilities as assigned
- **Will be accountable for any financial decisions made in the organization because he/she is the ultimate authorizing entity**

Special knowledge and skills desired:

- Bachelor's Degree in Accounting or equivalent work experience
- 501(c)3 experience
- Quickbooks knowledge
- A CPA license or experience in public accounting is desirable
- Microsoft Excel and Spreadsheet knowledge a must
- Grant writing and experience a real plus

Please submit resume and salary requirements to:

Vision Productions, Inc., Attn: Position Vacancy, 140 Broad Street, Kingsport, TN 37660