

MorningStar Mission Ministries, Inc.  
Position Description

Chief Financial Officer

Position Purpose:

1. Responsible for overseeing financial operations for payroll, accounting processes, payment of expenses, budgeting and overall financial management, including property management, Gifts in Kind procedure and reporting. The CFO is responsible for all expense allocation, revenue and expenditures for the audit. They are also responsible for human resources.

Primary Responsibilities:

1. Responsible for all accounting functions; payroll, accounts payable, general ledger, budget cash flow, and related financial duties.
2. Keep financial records up to date and ready for an annual audit. Works with independent auditor to insure a timely audit is completed.
3. Develops and maintains annual budget.
4. Assist the director and or director of development in creating reports for grants to obtain income for MorningStar Mission Ministries.
5. Maintain employee files and records ensuring all policies are accurately followed. Maintain payroll records and time cards.
6. Run payroll checks as needed.
7. Prepare monthly financial reports.
8. State registrations
9. Receive and record income and issue payment checks for invoices.

Additional Responsibilities:

1. Ensure all donations are accounted for and the appropriate "thank you" letters be mailed in a timely manner.
2. Update donor files as needed to insure accurate information.
3. Record all additions to the buildings, building improvements, equipment, furniture and fixtures. The preparation of depreciation on a yearly basis on all assets.
4. Assist the Executive Director working with insurance brokers to keep portfolio current and complete, including general liability, vehicles, Director and Officers, crime, professional liability, health and any other insurance as needed.
5. Participate in staff meetings and other functions as required i.e. annual dinner, tag day, etc.
6. Work with the entire mission staff as a team member.
7. Work with volunteers as needed.
10. Incorporate the philosophy of MorningStar Mission in every aspect, whether dealing with staff, clients or donors.
11. Related duties as assigned.

Position Requirements:

1. Positive Christian testimony.
2. A Bachelors degree in accounting preferable a CPA or MBA. Or have 5-10 years' experience in related field.
3. Able to lift at least 30 pounds.
4. Submit to a fingerprint background check.
5. Must have and maintain a valid Illinois Driver's License and a clean driving record.
6. Freedom from all controlling substances including tobacco.

Reports to: Executive Director