

Blessings International
Job Description for Chief Financial Officer (CFO)

Blessings International is Christian 501(c)(3) non profit ministry that provides medicine, medical supplies, and other products to short-term medical mission teams serving developing nations and the indigent in the United States, full-time clinics and hospitals in developing nations, disaster relief, and other medical missionary needs, as well as Blessings own benevolent projects.

The CFO serves an important role in the overall operations of the ministry. The following is the minimum personnel requirements and expectations of job performance.

1. Christian

1.1 Membership in good standing of a Christian church. Consistently participates in worship services, participates in the Christian life and witness of the church and lives a Christian lifestyle.

1.2 Christian overseas missionary experience with some business and/or medical components is preferred. Short-term mission experience acceptable.

1.3 Relates well to Board members, employees, customers, and vendors, as well as individuals from various Christian denominations with whom the organization interacts.

2. Education

2.1 A college graduate with a bachelor's degree in accounting or an appropriate financial field, preferably with a minor in business completed during or after college.

3. Business experience

3.1 At least two years experience in a supervisory financial position.

3.2 Training and Experience in computer usage including word processing, spreadsheets, data bases, and on-line data bases.

3.3 Experience or training with a management information system.

4. Reporting Relationships

4.1 The CFO reports jointly to the Board of Trustees and the CEO. The CFO's job description, duties and special assignments are determined by the CEO.

4.2 Supervises personnel as directed.

5. Relationship to the Board of Trustees and its Committees

5.1 With consultation of the CEO, the Board of Trustees is responsible for the appointment and termination of the CFO.

5.2 Serves on the Executive Committee of the Board and presents financial information thereto, but is not a voting member.

- 5.3 Consults with treasurer of the Board and CEO about major financial matters.
- 5.4 Provides financial information requested by Board members, CEO and staff, as needed.
- 5.5 Serves on the Budget Committee of the Board.
- 5.6 Serves on the Investment Committee of the Board.
- 5.7 Serves on the Audit Committee of the Board.

6. Accounting Operations

- 6.1 Supervises the accounts receivable and accounts payable functions. Assists in carrying out the duties of each function.
- 6.2 Performs accounting functions in the financial database in the short-term absence of the personnel in the accounts receivable or accounts payable functions.
- 6.3 Comfortable (becomes competent) using the accounting software utilized by Blessings for all accounting operations.
- 6.4 Assists in and approves closing of each month's financial activities.

7. Financial Control

- 7.1 Reviews vouchers authorizing payment of bills before presentation with checks for CEO's signature.
- 7.2 Reserve signer for all checking, financial accounts and credit cards used for payments.
- 7.3 Approves payroll data preferably before submission to the payroll service provider for payment.
- 7.4 Approves account designations of each credit card payment before payment is made.
- 7.5 Performs and/or verifies the bank account reconciliations each month.
- 7.6 Prepares wire instructions for both domestic and international funds transfers.
- 7.7 Prepares the proposed budget in consultation with the CEO to present to the Budget Committee of the Board. Reports on variances in the budget to the CEO.
- 7.8 Assists the CEO in analysis of Capital Budget item requests from various departments.
- 7.9 Prepares Capital Budget item requests for presentation to the Executive Committee and the Board.
- 7.10 Recommends appropriate investment of reserve funds of the ministry.

- 7.11 With the assistance of the appropriate personnel, prepares interim and annual financial reports for CEO and Board.
- 7.12 Reviews coverage and placement of property, liability, health and officer/directors insurance policies.
- 7.13 Reviews distributions from designated offering accounts and reviews and approves monthly giving reports.

8. Financial Operations

- 8.1 Works with appropriate personnel to prepare for annual audit.
- 8.2 Is primary contact to interact with auditor before, during and after audit.
- 8.3 Reviews and files annual 990 Report.
- 8.4 Oversees the retention of accounting and inventory records.
- 8.5 Oversees the 403(b)(7) pension plan. Official representative to the custodian of the fund. Meets with employees and CEO as needed.
- 8.7 Participates in fundraising efforts. Assists the CEO and development consultant in evaluating Blessings charitable contribution programs and policies, methods of giving, and effectiveness.
- 8.8 Works with appropriate personnel in development of financial portions of Annual Report on Activities.
- 8.9 Attends meetings of Evangelical Council for Financial Accountability (ECFA) as needed and maintains good standing of the ministry with ECFA.
- 8.10 Evaluates salary, compensation, and benefit plans for employees.

9. Inventory Control Operations

- 9.1 Assists in overall inventory control by analyzing inventory turnover and destruction of expired inventory.
- 9.2 Assists in inventory adjustments.
- 9.3 Reviews and evaluates annual counting of physical inventory.
- 9.4 Reviews and evaluates periodic cycle counts of physical inventory.
- 9.5 Participates in the analysis of product cost.
- 9.6 Reviews and evaluates appropriate posting of inventory receipts in inventory management system.

10. Travel

10.1 As a domestic and international organization, minor travel (up to 10% of time) may be required. Both US and international travel may be required to verify accounting controls regarding Blessings' own benevolent projects or projects in which Blessings is a financial partner. Additionally, travel may be required to attend meetings and conventions with which Blessings is associated or derives a benefit.

It is the policy of *Blessings International* not to discriminate on the basis of race, color, national origin, sex, age or disability in admission and access to, or treatment or employment in its program or activities, as required by section 504 of the Rehabilitation Act of 1973, as amended, the American with Disabilities Act, as amended (to the extent applicable to *Blessings International*), Title IX of the Educational Amendments of 1972, as amended, Title VII of the Civil Rights Act of 1964, as amended, and the Age Discrimination Act of 1975, as amended, and their implementing regulations.

As a religious institution, *Blessings International* is permitted and reserves the right to prefer employees or prospective employees on the basis of religion.