



DIRECTOR OF FINANCE & FACILITIES

LOCATION: Lansdale office

FTE: .75-1

RESPONSIBILITIES

Prepare and maintain the Conference budget, including monitoring cash flow, making payments, tracking expenses, and reconciling accounts. Prepare annual financial reports for audit.

Track the giving and use of designated gifts/grants. Manage investments and endowed funds.

Maintain financial records/paperwork related to staff positions, facilitate payroll, make benefits payments, and reimburse staff mileage and expenses.

Monitor and replace or request repair service for office equipment and furniture. Order office supplies. Schedule office cleaning.

Liaison with Dock Academy related to office space. Coordinate use of public spaces like conference room and classroom.

Collaborate with development director by producing donation receipts, maintaining constituent records, providing reports, and offering grant-writing support.

Help plan and implement Conference Assembly with tasks as assigned, including facilitating locations, transportation, equipment, and budget.

Support priority teams, Mosaic Institute, communication team, and grant programs with reports, budget and accounting services, and other financial needs.

Provide leadership to the Finance Committee, including tasks like scheduling meetings, preparing the agenda and appropriate reports, and providing orientation to new members. Inform the Nominating Committee of Finance Committee vacancies. Coordinate with Properties Committee.

Support congregations and Conference Related Ministries by giving advice on financial recordkeeping and policy, providing 501c3 letters, and writing articles on relevant topics.

Attend staff meetings, including core staff meetings and administrative team meetings.

Other tasks as needed or assigned by executive leadership or Leadership Minister for Administration.

COLLABORATION

The Director of Finance and Facilities works directly with Mosaic's Executive Minister and Associate Executive Minister as well as the Conference Board chair and Finance Committee chair. The DOFF is supervised by the Executive Minister.

PROFILE

The Mosaic Conference Director of Finance & Facilities plays a vital role in the design and implementation of Conference resources. At a time when many nonprofits are reimagining funding streams and support structures, the DOFF needs to exhibit courage, generosity, and practicality through wise and steady stewardship.

The person who fills this role is self-directed, thoughtful, and dedicated. They work well with other people but also enjoy solitary work (much of it on a computer). They are curious, creative, and committed to an Anabaptist perspective of Christian faith and the Conference's missional, intercultural, and formational priorities.

SKILLS NEEDED

Knowledge of and comfort with Word Office Suite, Quickbooks (online), and two-factor authentication.

Organizational abilities to coordinate multiple projects simultaneously, stay on top of details, and meet deadlines.

Interpersonal skills to collaborate with other team members and build relationships within the conference, and the willingness to balance high expectations with flexibility.

Bilingual, with a preference to one of our conference's worshipping languages (English, Spanish, Indonesian, Vietnamese, Haitian Creole, Cantonese, Karen, Russian).