

# Thirst Missions

## Director of Finance Job Description

Thirst Missions is a short-term mission trip organization that focuses on meaningful ministry partnerships and long-term impact in our service locations of Belize, Alaska, Puerto Rico, and Appalachia. We are looking to add an organized and detail-oriented individual who can problem solve, think critically, and fulfill the following job duties.

- Full-time, 8-5, M-F from Forest Lake office location
- Starting salary of \$40,000-\$50,000, depending on experience, with advancement opportunities depending on performance
- Nontraditional benefits include optional work travel, private office, generous PTO and unpaid time options, and fun and flexible work environment

Responsibilities and Oversight Include:

- Ensure timely bookkeeping and monthly reconciliation of bank and credit card accounts
- Process multi-state payroll, and submit payroll tax deposits and payroll tax returns
- Provide human resources support through annual employee information reviews
- Oversee all organization financial matters, including budget forecasting, fund transfers, and domestic and international bank wires
- Maintain accounts receivable by following up with churches to secure mission trip funding
- Maintain accounts payable by processing invoices and submitting vendor payments in a timely fashion
- Assist in updating company policies and procedures on an annual basis
- Provide organization support for audits and loan applications
- Work directly with CEO and President to delegate organizational responsibilities as directed
- Support staff trip leaders by creating trip budgets, transferring funds, and reviewing location expenses regularly

Requirements:

- Bachelor's degree in finance, accounting, economics, and/or equivalent course work, or professional experience
- Proficient in Quickbooks and Microsoft Excel
- A minimum of two (2) years of experience in small- to mid-size business accounting

Additional Qualifications:

- Committed to the vision and mission of Thirst Missions
- Self-motivated, honest, thoughtful and composed
- Able to navigate diverse and sometimes competing priorities
- Collaborative and collegial in work relationships

To apply, please submit a cover letter, resume, and optional introductory video (up to 90 seconds) to [jason@thirstmissions.org](mailto:jason@thirstmissions.org) and [allen@thirstmissions.org](mailto:allen@thirstmissions.org).