

Job Description
Finance Director



Midwives for Haiti (MFH) increases access to skilled maternity care in Haiti by training skilled birth attendants (SBAs) and providing ongoing and adaptable solutions including institutional strengthening, transport and referrals, and clinical care provision. Please refer to our website to learn about our programs at www.midwivesforhaiti.org.

Position Summary: Reporting to and partnering with the Executive Director (ED) and board of directors (BOD), the Finance Director (FD) leads daily financial administration, planning, and budgeting activities and collaborates on MFH's financial policies.

20 hours/week. \$20-\$25/hour, compensation commensurate with experience.

Essential Duties and Responsibilities include but are not limited to the following:

- Provide oversight of operating budget, special project budgets, and grant budgets
- Input annual budget into QuickBooks desktop version
- Prepare monthly and annual financial reporting materials
- Prepare other financial reports as requested
- Maintain financial records in accordance with generally accepted accounting principles and monitor the use of all funds
- Maintain physical and electronic files and backup files
- Reconcile all funds and accounts
- Process monthly staff reconciliation reports
- Process monthly credit card reconciliations
- Reconcile all bank accounts monthly
- Monitor and manage revenue
- Process online donations
- Process checks/cash donations
- Generate tax receipts and appropriate IRS documentation to donors
- Manage accounts payable and receivable
- Log all credit card and bank receipts
- Cut reimbursement checks to staff and volunteers
- Pay organization's bills
- Payroll and Wires
- Prepare monthly operating wires by receiving reports and requests from staff
- Wire payroll and operating funds to Haiti monthly
- Wire hospital salaries to Haiti every other month
- Wire Hinche house rent to Haiti twice a year
- Disburse Haiti payroll monthly

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- Disburse Haiti payroll taxes monthly
- Disburse Haiti operating expenses monthly and send budgets to staff
- Disburse monthly US payroll via Paychex
- Manage accounts with Paychex & Fonkoze, Haiti's largest microfinance institution
- Input new employees, change account numbers, input deductions, etc
- Process special disbursement requests
- Manage and edit QuickBooks as necessary for accuracy and improvements
- Consult and collaborate with staff and BOD on a regular basis
- Consult with Richmond based accounting firm for assistance with special projects
- Skype with BOD's Treasurer monthly
- Attend monthly BOD meetings, annual retreats, and other meeting and events as needed
- Provide strategic recommendations to the ED and BOD based on financial analysis and projections, cost identification and allocation, and revenue/expense analysis
- Participate as a member of the BOD's finance committee and engage the committee around issues and changes
- Oversee long-term budgetary planning and cost management in align with MFH's strategic plan

Expectations:

- Must be experienced in QuickBooks desktop version and Excel
- Ensure that all financial recordkeeping is accurate and conducted according to generally accepted accounting practices
- Finance Director is responsible for working closely with other staff and BOD to ensure smooth, timely and efficient operations and to foster a cooperative and professional work environment
- Finance Director is responsible for keeping the Executive Director and BOD informed of the organization's financial position in a timely manner
- Flexibility to work both remotely and/or in office
- Any employee of Midwives for Haiti will adhere to the core values of the organization. Our core values include:
 - **Genuine Partnership-** We will strive to be in genuine partnership with those who share our vision.
 - **Education-** We will deliver education that enables critical thinking and competent autonomous practice.
 - **Compassion-** We will embody the compassionate service that is an essential characteristic of quality healthcare.
 - **Faith-** We will act with the belief that change can occur, one person at a time, and through the efforts of small groups of people who believe it can.

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Pragmatic Solidarity- We will strive to find culturally and resource-appropriate solutions to community-identified problems by means of respectful communication with the communities we serve.

- All MFH employees will treat students and patients with compassion and a willingness to negotiate conflicts.
- All MFH employees will be professional in appearance and promptness, and demonstrate a character that is beyond reproach in the community.