

POSITION OPEN

Director of Finance and HR Operations

The National Religious Vocation Conference (NRVC) & National Fund for Catholic Religious Vocations (NFCRV)

Position Overview: Reporting to the Executive Director this position is a key financial and operational resource for both the NRVC & NFCRV national programs targeted at supporting the needs of the US religious vocations community. A hands-on role dealing with designing and implementing consistent policies and procedures, including conditions of grant awards.

Position Responsibilities: Oversee all financial and HR functions and operations of the NRVC & NFCRV including:

- Board-level financial performance reporting and analytics
- Record keeping for all revenue and expenses for multiple grant-based funding programs
- Multi-business unit bookkeeping budgeting and expense administration (AP/AR, credit card sales, inventory control, etc.)
- Bank/cash management
- Investment portfolio record keeping
- Employee benefits administration (Payroll, Insurance, Retirement Programs, etc.)
- Preparation of all Federal/State/Local tax and other reports

Preferred Work Experience:

- 5-7 years non-profit accounting operations (AP/AR, cash, payroll, controls)
- Hands-on experience with QuickBooks and/or Blackbaud Financial Edge
- Experience managing the annual external audit process
- BA in Accounting or Finance; MBA and/or CPA is a plus

For more information, please contact:

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