Job Description
Title: Director of Finance and Administration (Associate Director)
Employee: Joseph Fisher
Reports to: President
Revised: November 2012

Position Summary

Reporting to the President, the Director of Finance and Administration will define the process and implement the infrastructure/systems needed to maintain financial integrity, tax exempt status, and support substantial growth over the next five to ten years. He will continue to build and manage effective and streamlined administrative/financial systems, including financial, accounting, legal, information technology (IT), and human resources (HR). As a member of the management team, the director will be involved in strategic planning, budget control, and financial evaluation.

Primary Responsibilities:

I. Accounting and Administration

a. Maintain Inca Link International, Inc.'s tax exempt status
b. Ensure financial integrity by preventing expenses that do not fulfill the exempt purpose
c. Responsible for accounting, financial records, and other financial matters
d. Oversee budgeting, financial forecasting and cash-flow for administration
e. Set up and supervise payment processing systems
f. Reconcile accounts monthly
g. Manage payroll and human resource paperwork administration
h. Prepare, file and pay monthly and quarterly taxes
i. Responsible for other state and federal paperwork
j. Develop and maintain sponsorship records
k. Partner with Executive Director in shared administrative responsibilities
l. Coordinate audit activities
m. Hire and retain support staff as needed in the future with approval of the President
n. Continuously develop and improve systems

II. Communications

a. Provide IT setup and support for emails, website, and cloud
b. Prepare financial reports for President, CPAs, Board of Directors, and others as needed
c. Request and review reports from partnering organizations
d. Provide receipts to donors
e. Communicate with donors and sponsors (donor care)
f. Supervise or otherwise develop contact database
g. Respond to emails within a reasonable time period
h. Provide tools and tutorials to staff and missionaries to increase productivity

Secondary Responsibilities:

I. Web Technology

a. Maintain website's functionality
b. Complement the Executive Director on keeping website up to date
c. Complement the Executive Director in building Inca Link's social media presence

II. Fundraising and Marketing

a. Create other forms of communication to reach various age groups
b. Market Inca Link in creative ways
c. Create new avenues of fundraising

III. Miscellaneous

a. Attend biannual Inca Link Retreat
b. Work with President to develop a Policies and Guide Manual