



Missouri Family Health Council, Inc.

Director of Finance

Position: Director of Finance
Status: Full-time; exempt
Reports to: Executive Director
Salary Range: \$70,000 - \$85,000

Missouri Family Health Council, Inc. (MFHC), a private nonprofit organization, champions access for every individual to culturally sensitive, quality, sexual and reproductive health education and services. Our mission is achieved in two primary ways: through advocacy to break down systemic policy barriers that decrease health equity and impede access to services; and improving quality services through programming. MFHC is proud to support systems of care throughout the state, with particular emphasis on safety net providers, in delivering patient-centered reproductive healthcare to all those who seek services. Our programming is focused on removing cost barriers, specifically for the uninsured, and supporting health centers through quality training, analysis, and collaboration. For more information on MFHC, please visit www.MFHC.org.

MFHC has an annual operating budget of approximately \$9,056,000 consisting of revenues from both federal and private grants. Approximately 85% of this funding is passed through to approximately 22 subrecipient agencies to support the delivery of quality family planning services. Currently, we have seven staff and plan to add 5 additional team members over the next several months.

Position Summary:

The Director of Finance is a member of MFHC's leadership team with prime responsibility for developing the agency budget, ensuring fiscal compliance and oversight of operations, establishing and maintaining fiscal policy and procedures, and staff liaison to the Finance Committee of the MFHC Board of Directors. The Director of Finance reports directly to the Executive Director and supervises accounting staff.

Responsibilities include:

- Develop and monitor the MFHC agency wide budget;
- Conduct onsite fiscal compliance monitoring of subrecipient agencies;
- Grant reporting and compliance;
- Create and maintain agency's fiscal policies and procedures;
- Prepare bi-monthly payroll;
- Coordinate MFHC's annual independent financial and compliance audits;
- Prepare MFHC's annual 990 tax return;
- Create and maintain subrecipient fiscal policy manual;
- New Hire Paperwork (insurance, payroll, etc.);
- Risk Management/Maintenance of MFHC's insurance policies; and
- Oversight of outsourced accounting functions; supervision of staff accountant.

Qualifications include:

- Passion for MFHC's mission of championing access for every individual to culturally sensitive, quality, sexual and reproductive health education and services.
- Bachelor's degree in Accounting; Certified Public Accountant or other similar professional designation required.
- 7+ years financial leadership experience with increasing levels of responsibility and advancement in the areas of accounting, financial management and/or auditing of nonprofit organizations. Must possess understanding of GAAP accounting and federal reporting guidelines.
- Superior analytical skills are required. Must have quantitative analysis experience including forecasting.
- Strong written and oral communication skills; ability to present fiscal information to a variety of audiences.
- Customer-service minded with the ability to develop rapport quickly internally, as well as with external contacts.
- Must be a self-directed individual who is comfortable working without direct supervision.
- Must possess strong computer skills including proficiency in MS Office applications. Knowledge of QuickBooks a plus.
- Must be willing to work from Jefferson City, MO office.
- Ability to travel.

Application Requirements:

If you are qualified and interested, please email your cover letter and resume to rbeul@mfhc.org, or mail to: Executive Director, Missouri Family Health Council, Inc., PO Box 104475, Jefferson City, MO, 65110-4475. **MFHC will only consider candidates that submit both a resume and cover letter.**

In your cover letter, please speak to:

1. Why you are interested in working in reproductive healthcare and justice.
2. Leadership abilities that would make you a successful candidate;
3. Career experience that highlights nonprofit and/or grant accounting and reporting;
4. Advance skills or abilities that make you uniquely qualified for this position.

The deadline for application submissions is Friday, December 7, 2018.

Compensation is commensurate with experience and education. No phone calls please. All resumes will be treated as confidential. EOE