



Mennonite Disaster Service

Position Open

Position Title: Administration and Finance Manager
Job Status: Full-Time/exempt position
Location : Lititz, PA
Revised: February 28, 2019

Primary Responsibility

To oversee controller functions for administration, and financial management and reporting

Reporting Relationships

Reports to the Director of Operations (DOO) and functionally accountable to the Board of Directors Treasurer

Direct Reports

Receptionist/Administrative Assistant
Staff Accountant

Key Responsibilities:

1. Administration

- Supervise administration/information technology (IT) consultants and Lititz office volunteers
- Member of the Safety and Risk Management team
- Assess and mitigate risk related to administration, IT and finance
- Secure appropriate insurance coverage for both MDS program and support
- Manage IT and computer systems
- Design, develop, implement and coordinate IT systems, policies and procedures by evaluating organization outcomes; identifying problems; evaluating trends; anticipating requirements
- Ensure security of data, network access and backup systems
- Support MDS regions/units re: legal compliance and financial record keeping
- Develop and refine all office management processes and the associated manuals
- Participate on Management Team and Leadership Team
- Other tasks/projects as required

2. Finance

- Prepare annual budget and assure compliance within approved budget parameters
- Oversee accounting procedures, including A/R, A/P, general ledger, fixed assets, and revenue
- Manage investment portfolios and procedures
- Manage fixed assets
- Arrange for and direct audit and review functions
- Direct tax reporting, filing, and compliance
- Direct payroll administration
- Support volunteer project office managers in their finance role
- Serve as staff representative on the Board Finance Committee
- Other tasks as required

Qualifications:

- Knowledge of and passion for the MDS mission, vision and core values
- Commitment to the Anabaptist faith and peace position and active in an Anabaptist church
- Demonstrated commitment to the MDS lifestyle expectations and Anabaptist shared Convictions as outlined in the Employee Policy Handbook
- Bachelor's degree in accounting or business administration
- Minimum of six years in accounting, finance or administration
- One or more years of experience working with people of another culture

Essential Skills:

- Proficiency with Microsoft office suite and accounting software
- Demonstrated excellence in organizational and managerial skills
- Excellent analytical and problem solving competency
- Proven written and oral communication skills
- Ability to function well as a team player
- Sensitivity and ability to relate to MDS' very diverse constituent groups
- Commitment to high professional standards and current in industry best practices
- Ability to multitask in a fast-paced environment
- Availability and willingness to travel approximately 10% time
- Physical requirement: Work is mostly sedentary with long periods on the phone and at a computer terminal
- Work environment: With the use of normal safety precautions typical of offices, meeting rooms, and in commercial vehicles, there is little risk of danger

Resumes may be sent to jobs@mds.mennonite.net or mailed to:

Mennonite Disaster Service
Attn: Human Resources
583 Airport Rd
Lititz, PA 17543.