

The Friends of Israel Gospel Ministry, Inc.

Position Description

Position: Comptroller

Reports to: Vice President of Finance

Purpose of the Position

The Comptroller is responsible for the day-to-day oversight of all finance, accounting, and reporting activities for the USA and International. They are responsible for preparing and presenting timely and accurate reports for the Board and auditors. They will also oversee all finance and accounting systems and procedures to ensure processes and operations remain effective and efficient.

Objectives of the Accounting Department

1. Help accomplish FOI's mission.
2. Keep accurate and comprehensive financial records.
3. Provide timely reporting of the financial records to management.
4. Ensure adequate control and integrity of the FOI finances.

Position Qualifications

1. Training in accounting, with a bachelor's degree in Accounting or Business Administration required. 10 years' of experience is preferred.
2. Proficient with computers and software including Excel, Word, Google Suite and Adobe Acrobat.
3. Capable and pleasant in handling inquiries from others.
4. Able to accomplish tasks assigned with minimal supervision.
5. Good interpersonal skills with fellow staff members.
6. Excellent organizational skills.
7. Adaptable to changing technology.

Position Responsibilities

1. Analyze financial data across all accounting systems for USA and International
2. Oversee the monthly financial process in the USA
 - Approve bi-weekly and monthly payrolls.
 - Mark-up of the general ledger for accuracy in accounts
 - Approve and assist with processing of all wire transfers domestic and foreign.
 - Review and approve all expense management transaction
3. Assist in the annual budgeting and planning process
4. Support the Vice President of Finance as it relates to assisting and preparing reports for the board, auditors, or finance committee
5. Manage and monitor the cash flow between all bank and investment accounts
6. Any other duties as directed by the Vice President of Finance.

Professional Training and Development

The Comptroller will receive training for the Payroll, Expense Management and Blackbaud accounting software programs.

The Friends of Israel encourages membership in professional associations and attendance at professional conferences. Other training will be provided as needed.