The Finance Director will drive lasting change through economic engines using Nehemiah frameworks to implement and manage digital payment platforms, oversee stewardship of financial capital, ensure compliance with legal and grant requirements, and manage and support entrepreneurs with business loans.

I. **Digital and Economic Innovation (25%)**
   - Adopt, implement and manage donor platforms and payment processing
   - Ensure expertise and effectiveness across operating platforms
   - Implement and manage financial, accounting, and payroll software used by the organization
   - Manage CRM donation data and reporting
   - Reconcile donor database transactions against accounting software

II. **Economic Sustainability (20%)**
   - Manage Cross-Cultural Leadership Development contracts
   - Manage invoicing and payments for Black History Class and other programs
   - Implement initiatives to control costs

III. **Accounting and Grant Reports (40%)**
   - Prepare financial reports for program budgets, grants, and Board Meetings
   - Ensure proper and timely payments are received from contracts and grants
   - Oversee the proper allocation of funds and disbursement of funds
   - Prepare the annual budget with Executive Vice President.
   - Oversee audit preparation
   - Monitor debt levels and compliance with debt covenants
   - Maintain communication with the external accountant
   - Develop & maintain an orderly accounting filing system
   - Maintain the chart of accounts
   - Record cash receipts and enter bank deposits in QuickBooks
   - Conduct a monthly reconciliation of bank accounts
   - Conduct periodic reconciliations of all accounts to ensure accuracy

IV. **Compliance (10%)**
   - Ensure Nehemiah is compliant with Grant requirements
   - Ensure Nehemiah is compliant with all local, State, and Federal regulations

V. **Business Loan Management (5%)**
   - Manage payments to current loans to Nehemiah’s small business loans