



15279 Alton Parkway, Suite 300

Irvine, CA 92618

[freewheelchairmission.org](http://freewheelchairmission.org)

Job Title: Senior Director of Finance

Reports To: CEO

Location: Free Wheelchair Mission, Irvine CA

Status: Full Time/Exempt

Free Wheelchair Mission (FWM) is a humanitarian, faith-based, non-profit organization based in Irvine, California, USA. Our mission is to provide the transforming gift of mobility to people with a disability living in developing nations as motivated by Jesus Christ.

#### Job Summary:

Reporting to the CEO, the Senior Director of Finance is accountable for the financial and risk management operations of the organization, including: the development of a financial and operational strategy, metrics tied to that strategy, and the ongoing analysis, development, design and monitoring of control systems designed to preserve organizational compliance and accurate reporting of financial results. Working closely with the CEO, the Senior Director of Finance seeks to maximize efficiency and streamline accounting and practices through the development of sound operational processes and procedures. The Senior Director of Finance oversees all financial accounting, strategic analysis and interpretation to the Leadership Team and the Board of Directors relating to both the manufacturing side of the organization as well as its general non-profit operational functions.

#### Responsibilities:

- Management and analysis of all contributions and banking activities.
- Manage general accounting, including monthly financial reconciliations and payroll reports (bank, QuickBooks/Salesforce, clearing account).
- Monthly analysis and reporting of actual financial results versus budget and monthly cashflow projections.
- Assist Development department leadership with quarterly projection management and accurate updates in the database.
- Manage stock donation valuation, recording and recording to staff.
- Coordinate and complete the annual financial budget.
- Manage and coordinate the annual audit and 990 reporting and preparation process.
- Maintain knowledge of current costs associated with wheelchair manufacturing and shipping, with regular review analysis of cost trends and areas of potential savings.
- Work with Product Management team to manage contractual negotiations with wheelchair manufacturers.
- Prepare FDA annual registration and all necessary contractual filings required for the maintenance of wheelchairs manufactured.
- Manage annual review and renewal of general liability, directors and officers, workers comp, and other business

insurance policies.

- Work with HR Manager to coordinate annual Workers Comp audit and any EDD filings or unemployment.
- Work with the HR Manager to coordinate annual employee benefit plan renewals, providing analysis, annually, to the CEO.
- Manage technology initiatives, keeping risk and security in mind: IT vendor relationship and related operational expenses, Salesforce CRM system maintenance/design for maximum potential organizational-wide use, etc.
- Manage and coordinate maintenance of all FWM vehicles and related expenses, including insurance.
- Manage direct reports and conduct regular departmental meetings.
- Other duties and tasks assigned by director supervisor.
- Occasional evenings and weekends required.
- Share the message of Free Wheelchair Mission and our vision.

Minimum Experience and Required Skills:

- Professional with strong work ethic, objectivity, impartiality, analytical skills, and compliance.
- Team player and forward-thinking collaborator.
- Strong interpersonal and leadership/management skills.
- Thorough, detail oriented, with excellent organizational and written skills.
- Strong time management, prioritization skills, with ability to consistently meet deadlines.
- Self-disciplined, well organized, strives for excellence, fosters a positive attitude toward change, personable, gracious in manner, and service-orientated.
- Ability to uphold a strict level of confidentiality and professionalism.
- Excellent computer skills with strong proficiency in Microsoft Office, particularly Excel, Outlook, QuickBooks.
- Salesforce/CRM experience, or proficiency designing similar database systems
- Bachelors' degree required.
- Minimum of 10 years of total work experience – 4 years of management experience, 3 years working in a non-profit organization, ideal.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to **50** pounds.

Compensation:

Dependent upon qualifications and experience.

How to Apply:

Please send cover letter and resume addressing your experience in regard to the responsibilities and qualifications listed above to [jobs@freewheelchairmission.org](mailto:jobs@freewheelchairmission.org) with **Sr. Director of Finance** in the subject line.

No phone calls please.

Free Wheelchair Mission is an EQUAL OPPORTUNITY EMPLOYER. This position is employed “at will” by Free Wheelchair Mission.