



## **ANNOUNCEMENT OF NEW JOB OPENING!**

### **PART-TIME FINANCE DIRECTOR**

Inner Light Ministries is seeking a leader for all of its financial and accounting-related operations.

Initially the position is 20-30 hours per week but is anticipated to evolve into a full time position.

We will be accepting applications through August 30, 2010. Interviews will be conducted during the last half of September, 2010. The projected start date is mid-October 2010.

Application materials may be returned to:

Inner Light Ministries,  
PO Box 1029, Soquel, CA 95073-1029  
ATTN: Coleen Douglas

Email to: [cdouglas@innerlightministries.com](mailto:cdouglas@innerlightministries.com)

Fax to: (831) 465-0301

To speak to someone directly contact Coleen Douglas, Executive Assistant to Rev. Deborah L. Johnson (831) 465-9090 x204, [cdouglas@innerlightministries.com](mailto:cdouglas@innerlightministries.com).

If you hear the call to help minister to the financial side of the ministry or know of someone else who may be interested in this unique opportunity, we encourage you to act now.

# Inner Light Ministries

<b>Job Description:</b> Finance Director	<b>Part Time:</b> (approx. 20-30 hours per week) <b>Start Date:</b> Mid-October, 2010 <b>Salary Range:</b> \$23-25 per hour
<b>Reports to:</b> CEO/President; Board of Directors <b>Direct Reports:</b> General Bookkeeper <b>Indirect Reports:</b> Bookstore Manager, Abundance Team Leader, Operations Manager (on fiscal matters)	<b>Application Deadline:</b> August 30, 2010

### Intention

To support Inner Light Ministries (ILM) in developing and maintaining the most professional fiscal management systems in alignment with its purpose and core values. ILM is an independent nonprofit religious corporation founded in 1997 with a current annual operating budget of approx. \$900K. Its spiritual community of approx. 2,200 participants strive towards a shared vision of an empowered world that is spiritually fulfilling, environmentally sustainable, and socially just. A primary strategic focus is cultivating the organization's capacity and sustainability through the development of its fiscal, administrative, and programmatic infrastructure.

### Specialized Skills

Thorough understanding of United States Generally Accepted Accounting Principles. Working knowledge of SFAS 117 – Financial Statements of Not-for-Profit Organizations. Budget and Planning, Financial Analysis, Cost Accounting, System and Process Development, PC Skills, Conversion Experience. Minimum of 5 years experience in fiscal management with proven supervisory capabilities.

### Position Summary

Reporting directly to the CEO/President and the Board of Directors, the Finance Director will be the overseer of all of ILM's accounting records and processes, budget and forecasting records and processes and financial statements, financial reports and financial reporting processes. The Finance Director will ensure the Ministry's liquidity and that the Ministry is in compliance with all terms of its debt and line of credit agreements, as well as tax liabilities. The Finance Director will also be ILM's primary financial representative with external accountants, attorneys, bankers, payroll processors and other consultants that may be engaged by ILM in the normal course of its business operations.

### Core Duties

- Establish and periodically review all accounting and reporting policies of all Ministries
- Safeguard all of the Ministries assets
- Ensure compliance with United States Generally Accepted Accounting Principles ("GAAP")
- Periodically prepare GAAP-based financial statements and internal-use management-based financial statements for the ministry
- Partner with the CEO/President and leaders of the various Operational Ministries, including the Bookstore, in the annual budget process. Assist in the monthly/periodic forecast update
- Prepare Cash Flow Forecast reports; Ensure liquidity of the Ministries' cash balances and compliance with donor restrictions/lender requirements
- Assist in the development and management of fund raising activities including the annual pledge drive and other periodic campaigns (including capital campaigns)
- Guide the General Bookkeeper through the monthly closing process
- Develop monthly financial analysis reports for presentation to the CEO/President and the Board of Directors. Tailor such reports for understanding by "non-accountants."
- Partner with the CEO/President, Operation and Program Leaders, and the Board of Directors to ensure the growth and stability of the Ministries
- Assist the CEO/President and Board of Directors with special projects on an "as-needed" basis

### **Required Interpersonal Skills**

- Commitment to ministry and working in co-ministry
- Alignment with ILM's Core Principles and values  
(see: [http://www.innerlightministries.com/AboutILM/ilm\\_core-principles.htm](http://www.innerlightministries.com/AboutILM/ilm_core-principles.htm) )
- Strong fiscal ethics
- Ability to maintain confidentiality
- Ability to relate well in a culturally diverse working environment with an effective use of diplomacy and tact
- Commitment to grow in the understanding of issues of class as they relate to access and inclusion
- Emotional maturity, sound judgment, and the ability to maintain composure under pressure
- Flexibility and the ability to work effectively in a rapidly growing environment
- Oriented to action; takes initiative, and follows-through
- Ability to communicate effectively, in writing and verbally.

### **Application Process**

Please submit a resume with a description of relevant experience. In your cover letter, please indicate both why you are interested in and how you are uniquely qualified for this position. Also include at least two professional references.

Application materials should be delivered to:  
Inner Light Ministries, PO Box 1029, Soquel, CA 95073-1029  
Attn: Coleen Douglas

Questions can be directed to Coleen Douglas,  
Executive Assistant to Rev Deborah L. Johnson  
(831) 465-9090 x204 or [cdouglas@innerlightministries.com](mailto:cdouglas@innerlightministries.com)

***Application materials must be received no later than August 30, 2010.***