

Saving Grace Ministries, Inc., a faith-based nonprofit, is seeking a full-time Director of Corporate Finance. Interested applicants should send a resume and cover letter to info@sgmworld.org. Questions about the position may be directed to that email address as well.

Position	Accountant - Corporate Finance
Hours	M-F, 8am-4pm
Immediate Supervisor	CEO
Experience Required	Bachelor's Degree in business, accounting, or a related field and 5 years of experience; experience in a nonprofit environment is preferable.
Necessary Skills	<ul style="list-style-type: none">• knowledge and mastery of business accounting practices• excellent telephone/communication skills• ability to read and write in English• typing: minimum of 60 words per minute• proficiency in Quickbooks, MS Word, Outlook, Excel• ability to work independently or as part of a collaborative team• excellent organizational skills• careful attention to detail and accuracy• excellent time and task management skills• ability to work in a fast-paced environment
Job Responsibilities	<ul style="list-style-type: none">• oversee financial aspects of day-to-day operations, including petty cash and ongoing expense accounts• weekly payroll and related reporting• assist independent auditor in gathering information for year-end audit• pay ministry bills, oversee accounts payable and receivable• track monthly P/L, produce monthly P/L statements• prepare monthly, quarterly, and annual billing for several state and local service contracts• oversee fiscal reporting to various state agencies with which Saving Grace Ministries, Inc. has a contractual relationship