

DIOCESE OF THE ARMENIAN CHURCH OF AMERICA (EASTERN)

630 Second Avenue, New York, N.Y. 10016 | 212.686.0710 | www.armenianchurch.us

Director of Finance

Job Description for the Position

The Diocese is seeking a qualified candidate to lead our Finance Department. This position will be responsible for the financial management of the Diocese in all Comptroller-related functions, as well as support in Human Resource, Insurance, and Benefit programs.

The position reports to the Director of Administration, in addition to oversight and close working relationship with the Diocesan Council Treasurer.

Responsibilities: Ownership of the Eastern Diocese's financial processes, including but not limited to:

- Timely preparation and analysis of monthly, quarterly, and annual financial statements, banking activities, accounts payable and receivable, GL accounts, bank and brokerage account reconciliation, cashflow, preparation of payroll and benefits requirements, journal entries, audit schedules for annual review.
- Management of banking, audit, tax and third-party professional service providers.
- Regular reporting of Diocesan finances as well as participation in preparation of the Annual Budget and other reporting and analysis as needed.
- Management of parish dues and assessment process.
- Participation in management of Restricted, Operating, and Custodial accounts.
- Special projects as needed.

Qualifications:

- Bachelor's degree in Accounting, Business, Finance. CPA is desirable.
- Minimum 5 years experience in a similar financial position.
- Non-profit experience is preferable.
- Strong computer literacy essential.
- Ability to multi-task and prioritize.

Please submit résumé and inquiries via e-mail to Michele Bergerac at micheleb@armeniandiocese.org.

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