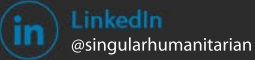


ACCOUNTING DIRECTOR

STEERING COMMITTEE POSITION

To apply for this position, please send a copy of your resume and cover letter to info@singularhumanitarian.org



YOUR ROLE

At Singular Humanitarian, we use OURSELVES, OUR TIME, and OUR TALENTS to affect generations across the world.

NONPROFIT ACCOUNTING EXPERT

UNDERSTAND WHO WE ARE - AND WHAT WE ARE TO BECOME

Singular Humanitarian has grown from an idea into a non-profit organization. We have achieved our 501c3 tax exemption status and hold financial contracts with other humanitarian organizations. Your role will be to have the expertise in non-profit accounting practices (GAAP) and ensure Singular Humanitarian uses financial resources according to support our organization's goals, maintain financial health, and ensure compliance with essential statutory requirements.

Responsibilities: 1 Report and collaborate directly to the Finance & Legal Executive Committee member 2 Maintain our 501c3 nonprofit status, prepare tax returns (federal and state, as applicable), and file the paperwork necessary to keep us compliant with regulations. 3 Track down financial answers and take an active role in managing compliance and swiftly answer any federal, state, or organizational financial needs.

BUDGET ANALYST

LIFE IS LIKE ACCOUNTING - EVERYTHING MUST BE IN BALANCE

Our Steering Committee consists of Marketing, Volunteers, Expeditions, and Accounting. On an expedition we help with Health, Business Development, and Education projects. Think of this role of helping our committees become a successful community. We need you to be a financial visionary to analyze the budgets to help educate our committees to make informed decisions. Inspire them to efficiently utilize funds to support our goals of organizational health and nonprofit business growth.

Responsibilities: 1 Work with Executive & Steering Committees to develop annual budgets 2 Develop and provide quarterly financial reports to Executive & Steering Committees and other reports as needed 3 Educate leadership on our financial trends and provide ways to financially enhance operating performance 4 Guide leadership to be wise stewards of resources

INTERNAL CONTROL FREAK

FINANCIAL ADVISOR - FUTURE READY

Nonprofit work doesn't need to mean scarcity, but it does need to operate efficiently. There will be a time for investment and a time for financial control. Your role means to intimately acquainted with organizational challenges, strategic plans, budgets and our financial state to offer timely approvals on Singular Humanitarian's expenses.

Responsibilities: 1 Work directly with our pro-bono accountant 2 Perform annual internal audits on established internal controls 3 Manage invoices, reimbursement requests, and ensure payables happen in a timely manner 4 Help Singular Humanitarian save for the future by establishing and enforcing internal controls

YOUR TIME

Singular Humanitarian is a 100% volunteer run organization.

A Steering Committee Position is a two-year commitment. Our success is dependant on individuals who extend their daily life by completing the following actions:

COLLABORATIVE MEETINGS

1 Monthly conference calls with the Exec & Steering Committees 2 Plan & participate in Annual Leadership Retreat 3 Quarterly conference calls with pro-bono accountant and Finance & Legal Executive Committee member

FINANCIAL REPORTING

1 Prepare quarterly financial reports for all levels of leadership 2 Annual compliance preparation 3 Quick response via email to any financial inquiry reflecting the importance of your role and our financial stewardship

GO ON AN EXPEDITION!

1 ...or 2 or 3 expeditions. Capture the mission by experiencing it for yourself!

YOUR TALENTS

- Love for Volunteering
- Understand Humanitarian Work
- Entrepreneurial Spirit
- Enjoys a Challenge
- Servant Leader
- Holds Others Accountable
- Early Career (early 20-30's / Millennial Generation)
- Excellent Communicator
- Dependable
- Loyal
- Deadline Driven
- Organizes Efficient Processes
- Proactive
- Self-Starter
- Detail Oriented
- Influencer
- Knowledge of Government Practices
- Not Afraid to Ask For Help
- Loves Numbers
- Seeks the Spirit
- Loves to Travel
- Innovative
- Loves Results
- Say, Go, DO!
- Committed
- Inspire Others
- Teacher
- Accountant Background

