



## CIRCLE OF PEACE INTERNATIONAL

### Director of Finance

#### **Position summary:**

The Director of Finance is a member of the COPI Board of Directors. Besides the general responsibilities of a board member, he/she oversees the financial management of the organization.

#### **Responsibilities:**

- Arrange for monthly meetings of the Finance Team and chair meetings.
- Supervise Finance Team volunteers
- Work with the Treasurer to propose an annual budget, submit monthly financial statements, recommend financial policy and ensure proper financial reviews.
- Prepare and submit a monthly report to the board of Directors.
- Recommend to the board whether the organization should have an audit. If so, select and meet with the auditor in conjunction with the Finance and/or Audit Committees.
- Work with the Finance Committee to ensure sound management and maximization of cash and investments.
- File timely reports with the IRS, Commonwealth of Virginia and other authorities as needed.

#### **Skills:**

- Accounting degree or experience
- Experience in nonprofit financial management a plus
- Access to accounting software
- Ability to work without supervision, carry out responsibilities in a timely manner and interact well with others.

#### **Requirements:**

- Committed to the mission, vision and values of COPI and COPS.
- Ability to respond to requests within 48 hours.
- Residing in the Richmond, VA area.
- At least a 12-month commitment to the organization

Previous experience working with a nonprofit a plus.