



Job Title: Director of Finance
Reports To: President & CEO and periodically to the WHI Board of Directors
FLSA Status: Full-time, Exempt
Work Location: Escondido, California

Position Summary:

White Horse, Inc. (“WHI”) seeks a Director of Finance preferably with nonprofit experience to develop the financial infrastructure needed to support substantial growth. The Director of Finance is responsible for aligning financial reserves with the mission and vision of WHI. The goal is to steward WHI revenues to achieve financial stability and sustainable growth.

Essential Duties and Responsibilities:

The Director of Finance will be responsible to:

- Act as Chief Financial Officer for WHI and provide oversight for and monitor all budgets, forecasts and internal financial plans and processes.
- Serve as a key member of executive leadership team, participate in all internal planning regarding WHI's proposed expansion, to ensure alignment of programs with financial projections.
- Maintains records and registrations required to keep WHI compliant with current local, State and Federal laws and in good standing with ECFA.
- Comply with local, state, and federal government reporting requirements.
- Monitor internal controls, including maintenance of secure filing system to support financial records in accordance with proper retention requirements.
- Oversee all accounting tasks.
- Manage cash flow planning process and ensure funds availability.
- Oversee weekly cash management, approve large payables, authorize large wires and ACHs.
- Generate monthly, quarterly, and annual reports as needed for legal compliance.
- Provide monthly and quarterly reports to the President and Directors.
- Prepare and provide all materials required for annual audit activities.
- Build working relationships with banks, vendors, outside consultants and others as needed to keep close to WHI's major expenditures and sources of revenue.
- Ensure that WHI meets critical regulatory and legal compliance benchmarks.
- Act as the main point of contact for insurance and benefits. Work with President as required on changes required by the WHI Board or regulatory agencies.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, absent undue hardship.

- **Education/Experience:** Bachelor's Degree (MA/MBA/CPA preferred) in Accounting, Finance, or Business Management.
- 2-5 years of demonstrated experience in financial management and accounting, ideally in the nonprofit sector.
- Significant experience working with external auditors, internal controls and compliance-related issues.
- Excellent knowledge of data analysis, risk management and forecasting methods.
- Proficient in MS Excel and financial management software.
- Outstanding communication and presentation skills.
- Demonstrated leadership ability, confidence and executive presence.
- Excellent analytical, reasoning and problem-solving skills
- Conduct personal and professional behavior according to biblical values and the biblical lifestyle upheld by WHI.
- The individual should be a member in good standing in a Bible-believing church, preferably from a reformational heritage.
- Applicants should be in agreement with the vision and mission of White Horse Inn (<https://www.whitehorseinn.org/about-us/>).

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is located in an office environment. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, sit, walk, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch or crawl, and talk or hear. The employee is occasionally required to lift up to 10 pounds. The vision requirements include: close vision and ability to focus.

Interested Applicants:

Please submit a resume and letter of introduction to HR@whitehorseinn.org. Feel free to reach out with any questions regarding this position and we will be glad to respond.

White Horse, Inc. is an equal opportunity employer and strictly adheres to a policy of nondiscrimination without regard to race, color, sex, handicap, or national origin. All reasonable efforts will be made to protect the confidentiality of the candidates.

JOB DESCRIPTION DISCLAIMER

The above job description is not intended to be an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned and are subject to the standard White Horse, Inc. confidentiality agreement.

Employment with White Horse, Inc. is at-will. White Horse, Inc. may exercise its at-will rights at any time for any lawful reason unless a written employment agreement exists with White Horse, Inc. that provides otherwise.

About White Horse, Inc.

White Horse, Inc. (www.whitehorseinn.org) is a multimedia catalyst for reformation. We believe that each generation must rediscover and apply the gospel to their own time. We long to see a second reformation take hold of our churches and return them to the God-honoring, Christ-centered, Spirit-wrought places of worship they should be. Over the past thirty years, we've grown more hopeful that such a reformation is possible. So, we're putting our time and resources to work toward one. Our mission is to help Christians "know what they believe and why they believe it" through conversational theology. The conversations take place in talk show, magazine, event, book, blog and social media formats. Our vision is to see a modern reformation in our churches through a rediscovery of God, the gospel, and the classic Christian confessions proclaimed during the sixteenth-century Reformation. More than just a talk show and a magazine, White Horse Inn is a conversation for reformation. C. S. Lewis famously remarked that "mere Christianity" is like a hallway. In this hallway, real conversations between Christians of different convictions can begin and develop over time as we emerge from these various rooms to speak of Christ and his gospel to one another. For thirty years, White Horse Inn has hosted this conversation both on the radio (White Horse Inn & Core Christianity) and in print (*Modern Reformation*) in the spirit of that great hallway of "mere Christianity," bringing the rich resources of the Reformation to bear on American evangelicalism.