



# Seed Effect

Seed Effect is committed to bringing Christ-centered economic empowerment to hard places. Our vision is to see the world's most insecure and under-served communities stabilized through economic empowerment and the hope of Jesus. Seed Effect is currently empowering South Sudanese refugees and Ugandans to know Jesus and provide for their families with dignity in northern Uganda.

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## Director of Finance

### **JOB DESCRIPTION**

CATEGORY: Full-Time, Salaried

SALARY: **TBD** - competitive salary and benefits package commensurate with experience

BENEFITS: 403(b), Health/Dental/Vision Insurance, generous Vacation Time and Holidays

REPORTS TO: Director of Operations

LOCATION: Dallas, TX

### **JOB SUMMARY**

Seed Effect is seeking a highly skilled and experienced Director of Finance to oversee financial operations in the United States, Uganda, and South Sudan and manage benefits administration. This role is critical in ensuring the organization's financial health and supporting its mission.

### **Responsibilities**

- Financial Management
  - Drive financial planning and strategy for Seed Effect's operations in the US in conjunction with the Director of Operations,
  - Oversee all accounting operations, including budgeting, financial forecasting, and reporting, including oversight of the external bookkeeper,
  - Manage annual audit process in conjunction with the Director of Operations, Executive Director, and external bookkeeper,
  - Ensure compliance with financial laws and regulations,
  - Review financial policies and procedures and implement changes to improve efficiency as needed.
  
- International Operations
  - Coordinate financial activities between US, Ugandan, and South Sudan offices,
  - Provide training, support, and management of international finance staff,
  - Manage international fund transfers in conjunction with the Leadership Team,
  - Ensure adherence to local tax laws and reporting requirements,
  - Act as a controller reviewing monthly statements for all 3 locations to confirm accuracy.

- HR and Benefits Administration
  - Oversee the administration of employee benefit programs (health, dental, and vision insurance and 403(b)) in conjunction with the Director of Operations and Bookkeeper,
  - Coordinate with the Director of Operations to manage open enrollment annually,
  - Coordinate with the Director of Operations to onboard new employees and offboard employees as needed,
  - Ensure compliance with benefits-related regulations and reporting,
  - Ensure payroll, benefits, and compliance reporting are processed accurately and promptly in conjunction with the Bookkeeper.
- Leadership and Reporting
  - Provide financial insights and reports to the Leadership Team and Board of Directors,
  - Manage and develop finance team members in all locations,
  - Support grant reporting needs about the organization's financial information and position,
  - Act as primary liaison to the Board's finance committee.

### **QUALIFICATIONS:**

- Personal confession of faith in Jesus Christ and commitment to the mission and vision of Seed Effect,
- Bachelor's degree in Finance, Accounting, or related field; MBA or CPA preferred,
- Minimum 5 years of progressive financial management experience, with at least 2 years in a senior role,
- Experience with international financial operations, preferably in East Africa,
- Strong knowledge of US and Ugandan financial regulations and accounting practices,
- Expertise in benefits administration and related compliance requirements,
- Excellent leadership, communication, and analytical skills,
- Proficiency in financial software and systems, specifically QuickBooks Online.
- Strong problem-solving skills and the ability to work collaboratively with our team;
- High attention to detail and follow through;
- Interruptible and flexible as priorities may shift with new deadlines from outside parties;
- Experience in a fast-paced environment is a plus;
- Must be a self-starter with the ability to take initiative and execute a plan;
- Ability to work under minimal supervision;
- Exercise sound judgment and confidentiality;
- Ability to travel to Uganda annually.
- Preferred
  - Experience in non-profit financial management,
  - Knowledge of microfinance operations,
  - Familiarity with Ugandan culture and business practices.