



AHLI Finance Director Job Description

About AHLI

AHLI Mission Statement: To provide quality education programs to international students in the safe caring environment of Christian host families where they will experience the love of Christ.

American Home Life International (AHLI), based in Lancaster, PA has been placing international students in Christian homestay and schools for 35 years. In that time, more than 17,000 students from 30 countries have had educational and cultural opportunities while living with Christian families across 29 states.

Position Overview

The Finance Director (FD) will lead all day-to-day finance operations and supervise the finance team members including functional responsibility over all accounting, which includes Accounts Payable, Accounts Receivable, Payroll/Retirement Fund, Health Insurance, Student Medical Insurance, Contribution Administration, and all finance aspects of AHLI Manuals and Contracts. The FD works closely with program leaders regarding Finance and Accounting procedures to support program operations.

Supervisory Responsibilities: The FD directly manages (2) part-time Finance Assistants.

Roles and Responsibilities

Finance and Accounting Leadership

- Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep senior leadership and BOD abreast of the organization's financial status.
- Collaborate with the Executive Director for the annual budgeting and planning process; administer and review all financial plans and compare actual results with a view to identify, explain, and correct variances as appropriate.
- Annually obtain pricing/dates from all schools.
- Annual review for accuracy of all manuals pertaining to finance/insurance policies.

Financial Compliance and Reporting

- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Maintain internal controls and safeguards for receipt of revenue, costs, program budgets, and actual expenditures.
- Collection and maintenance of W-9's for homestays and contractors, ensure timely provision of 1099's to homestays and contractors, along with 1096/1099 federal filings through IRIS internally.
- Coordinate all audit activities, including CSJET Certification.
- Ensure successful completion of the organization's 990 tax and state filings.
- Supervise office cleaning/maintenance.



Accounting Operations Oversight

- Manage organizational cash flow forecasting by working in partnership with leadership.
- Review and post all general ledger activity.
- Monthly reconciliation of bank accounts, assets and liabilities.
- Invoicing student program fees.
- Receiving and applying payments (wire, ACH, check) to invoices.
- Supervise Student Medical Insurance purchasing, claims, billing, and collection.
- Completing the timely and accurate preparation of payroll and completion of all payroll and benefits-related activities (SIMPLE IRA).
- Review of all payroll tax deposits and related federal reports on respective due dates.
- Assist Human Resource department, and associated staff.

Qualifications

Core Competencies & Skills

- **Leadership & Management:** Ability to manage a team, mentor staff, and collaborate with upper management.
- **Analytical Abilities:** Strong skills in analyzing complex financial data, forecasting, and strategic planning.
- **Communication:** Excellent verbal and written communication skills to explain financial data to non-finance stakeholders as well as provide timely, clear communication with international partner agents.
- **Attention to Detail:** High level of accuracy in auditing, budgeting, and financial reporting.

Key Qualifications & Requirements

- A minimum of 5 years of experience in accounting, financial analysis, or a similar role is necessary.
- High proficiency in Microsoft Office Suite (specifically advanced Excel) and QuickBooks Desktop.
- Deep understanding of GAAP (Generally Accepted Accounting Principles), financial reporting, budgeting, and tax regulations.
- Committed Christ-follower with heart for ministry.
- Able to work at AHLI office in Lancaster, PA with occasional remote days after training period.

Additional Desirable Skills

- A bachelor's degree in finance, accounting, economics, or business administration is preferred.
- Experience with QuickBooks Online and Salesforce preferred.

Manner of Compensation and Hours

Full-time; Salary to be negotiated based on experience and qualifications.

To apply for this position, please complete the [AHLI Employee Application](#).