



*MISSION TRAINING
INTERNATIONAL*

POSITION OPENING

Director of Business & Finance

ABOUT MTI

Since 1954 MTI has been a leading global provider of pre-field training, debriefings between overseas assignments, and member care gatherings for evangelical sending agencies. With more than 35,000 alumni around the world, MTI now serves more than 1,000 cross-cultural messengers each year.

OVERVIEW

The Director of Business and Finance will be a strategic leader who will report to the COO, and President in certain areas. The successful candidate will be a hands-on and people-focused leader who will develop a team to support the following areas: accounting, financials, business administration, human resources, and donor and participant Engagement.

KEY AREAS OF RESPONSIBILITIES

- **ACCOUNTING** – financial tracking that yields accurate, timely and thorough transactions, records and reports.
- **FINANCIAL** – financial forecasting systems that ensure financial resources for major strategies.
- **BUSINESS** – wise financial stewardship of staff, vendors, legal compliance and the market dynamics.
- **HUMAN RESOURCES** – the section of HR systems as it relates to payroll and benefits administration.
- **EXECUTIVE FINANCE MANAGEMENT** – works alongside the President and COO in overseeing the Finances.

QUALIFICATIONS

- Has a relationship with Jesus Christ and who is growing in faith, character, and the knowledge of God.
- Preferred leadership experience in a ministry context.
- Mature and ethical business professional with strong organizational, leadership and management skills.
- Mastery of QuickBooks
- Experience in HR & Executive Management.
- BA, or commensurate experience, in Business, Finance or Accounting
- CPA or MBA

PREFERRED QUALIFICATIONS

HIRING RANGE: \$65,000 - \$85,000

CULTURE:

We are a vibrant community at MTI, having committed to each other the daily activities of our services would be guided by our core values of loving unified teams, integrity, a relational vitality in our relationship with God, and the pursuit of quality and excellence in all our services.

TO APPLY

Qualified and interested applicants are requested to send a **resume** and **cover letter** to hr@mti.org.