



## **Finance Manager Position Description**

**Objectives of Position:** The Finance Manager is responsible for the development and implementation of accounting principles, practices, and procedures to ensure accurate and timely financial evaluation and reporting. The Finance Manager provides financial analysis, prepares monthly reports for the Executive Director (ED) and Board of Directors, performs bookkeeping duties, and works with the ED to develop and manage the operating budget. Additionally, the Finance Manager coordinates payroll, administers employee benefit programs, ensures tax and regulatory compliance, and performs financial planning tasks as directed.

**Reports to:** Executive Director

**Hours/Wages:** Part Time, Hourly, Non-Exempt; Approximately 15-18 Hours/Week

### **Qualifications:**

- 1) Demonstrates a close personal relationship with Jesus Christ, spiritual maturity, and a prayerful, evangelical witness. (Required)
- 2) Holds a strong commitment to protecting the sanctity of human life and upholding chastity. Maintains a consistent life-affirming philosophy and would never refer or advise a woman to have an abortion. (Required)
- 3) Expresses full agreement with Assist's Statements of Principle and Faith, Code of Ethics, and Policies and Procedures and possesses a sincere desire to serve abortion-vulnerable women (Required).
- 4) Has a Bachelor's Degree, preferably in accounting, business administration, or finance. (Required)
- 5) Has 3-5 years of established accounting and financial management experience and strong competency in Excel, Quickbooks, and database programs. (Required)
- 6) Demonstrates exceptional organizational skills, attention to detail, professionalism, and excellent administrative abilities. (Required)
- 7) Is self-motivated, able to establish goals and meet deadlines, dependable, responsible, resourceful, able to work efficiently with little supervision, and dedicated to maintaining confidentiality of sensitive information. (Required)
- 8) Demonstrates ability to work well with others, including collaboratively with other staff and volunteers as projects require. (Required)
- 9) Possesses relevant accounting or financial management experience in a non-profit setting. (Preferred)

### **Major Responsibilities:**

#### *Financial Management*

- Develops financial management and accounting procedures that minimize financial risk. Prioritizes internal control measures in accordance with best practices established by the Evangelical Council for Financial Accountability (ECFA) for non-profit organizations.
- Manages financial accounting, monitoring, and reporting systems.
- Uses Quickbooks to maintain and balance accounts, ensuring accurate data entry of donations, bank deposits, and vendor payments.
- Performs monthly accounting duties related to reclassification and allocation of expenses, reconciliations, and journal entry tasks.

- Manages payroll transactions, preparing payroll twice monthly. Processes retirement plan and health insurance contributions through payroll and administrative platforms.
- Works with the Office Coordinator to oversee the donation deposit process to ensure donor receipting and database entry is in accordance with IRS and Center policies.
- Monitors cash flow and keeps ED informed of budget and payroll issues.
- Creates custom reports for the ED and Board of Directors based on monthly financial analysis and budget forecasting. Provides and interprets financial information and reports to meet deadlines.
- Works with ED to prepare annual operational and capital budgets for review by Board of Directors.
- Conducts periodic budget/expenditure reviews and evaluations for cost-reduction opportunities.
- Liaises with auditors to ensure annual audits or financial reviews are completed on a timely basis and adjustments for annual financial statements are recorded properly.
- Develops external relationships with appropriate contacts (e.g. Board Treasurer, auditors, vendors, bankers, and statutory organizations such as the Internal Revenue Service) as directed.
- Monitors changes in financial regulations and legislation relevant to a 501(c) (3) organization.
- Reports tax information to IRS, VA Department of Taxation, and affiliates via Quickbooks Assisted Payroll or other filing tools. Prepares annual and quarterly state and federal tax filings as needed.
- Creates and maintains documentation of financial procedures and forms.

#### *Administrative Duties*

- Performs HR functions related to maintenance of personnel files, leave tracking and reporting, administration of employee benefits programs, and new employee onboarding.
- Maintains ministry records related to Center's history, non-profit status, state charitable registrations, insurance policies, vendor contracts, and business partners.
- Works with ED to perform annual worker's compensation audit and other reviews.

#### *Development Support*

- Maintains familiarity with recurring giving platforms and donor databases and understands the integration of such platforms with accounting software in order to ensure accurate donation entry and financial reporting.
- Reconciles Quickbook entries with donor financial transaction records in donor database to ensure accuracy of information.
- Works with Office Coordinator to establish financial processing framework for fundraising events and campaigns. Oversees accuracy of Quickbook imports from donor database.
- Supports staff by providing financial reports for evaluating outcomes of fundraising activities.

#### *Public Relations & General Ministry Support*

- Attends staff meetings and in-service trainings.
- Attends and participates in all ministry fundraising or organization-wide events.
- Assists in representing the ministry in the community on an occasional basis, as directed.
- Performs other duties as assigned.

Evaluation: The Finance Manager will be evaluated following an initial 90 day probationary period. Thereafter, the Finance Manager will receive a written evaluation by the Executive Director annually.