

New Position: Finance Manager

Job Location: Vancouver, WA

Job Description

Reports To: Chief Servant Officer (CEO)

Nehemiah Project International Ministries is looking for Kingdom-minded leader to provide financial oversight and management for a small non-profit organization. The Finance Manager will report to and work closely with the Chief Servant Officer (CEO). This position plays a critical role in partnering with the Executive Team in strategic decision making and operations as Nehemiah Project continues to enhance the quality of its products and services while building capacity.

Responsibilities

Financial Management

- Oversee and manage the day-to-day financial operations within the company (Quickbooks data entry, payroll, invoicing, and other transactions)
- Prepare monthly and quarterly management reports
- Participate in strategic data analysis, research, and modeling for senior company leadership
- Manage the company's financial accounting, monitoring, and reporting systems
- Ensure compliance with accounting policies and written standard of operating procedures
- Lead the annual finance planning/budgeting processes and work with staff and board to develop/implement program and organizational budgets.
- Coordinate with tax accountant to prepare the organization's 990 and coordinate the annual audit with an independent CPA
- Negotiate/manage project-related contracts with consultants, contractors, and suppliers.
- Review all agreements
- Manage online banking and company credit cards
- Manage the e-Community Global Kingdom Investment Network Fund (GKIN Fund)
- Other tasks as assigned

Qualifications

- Minimum of a BA, ideally with an MBA/CPA or related degree
- At least 5 to 8 years' experience in financial management, accounting/and or financial analysis
- Ability to work and effectively communicate with a global team
- Excellent business judgment, analytical, and decision-making skills
- Strong demonstrated use of Excel, Word, and PowerPoint
- Strong aptitude to learn new technology
- Well versed in QuickBooks online
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- Aptitude for growth, spiritual maturity, able to support multi-tasks, work with others, build a team
- Ability to work in a dynamic and changing environment

Salary: \$50,000 to \$60,000

