



POSITION

Job Title: Finance Manager (24 hours/week)

Status: Regular Part-time, Exempt (*possible Full-time with increased responsibility*)

Supervisor Title: Executive Director - Curtis Stout

Date Updated: May 10, 2022

ROLE SUMMARY

The Finance Manager will advance our mission of providing hope through education to the left behind by overseeing and managing our finances, providing administrative support to our Board of Directors, and administering our stateside business operations.

QUALIFICATIONS

- A degree in Finance, Accounting, or equivalent work experience
- 3-5 years of nonprofit, church, ministry, or business finance experience
- Resonates personally with One 17 International's mission
- Strong interpersonal skills with a desire to work cross-culturally
- Committed to ongoing growth, learning, and development

PERSONAL ATTRIBUTES

The Finance Manager is a humble, patient, detail-oriented, and personable team member. This person loves Jesus and pursues Him daily by being rooted in the Word and serving those around them. The Manager is known for valuing people over tasks, and they are loyal to One 17's vision, values, staff, and volunteer teams. They celebrate and respect cultural diversity, and navigate cultural differences and language barriers with sensitivity and humility.

The Finance Manager embodies One 17's core values both personally and professionally. This person is entrusted to make wise decisions, protect confidential information, and steward resources responsibly. They value clear, honest, open communication and make an effort to communicate details, ask questions, and give constructive feedback. This person enjoys developing people and processes in a way that honors God and builds sustainability in our organization.

RESPONSIBILITIES

General

- Attends bimonthly Global Staff meetings and monthly meetings with the Executive Director
- Receives two annual reviews (6 month; 12 month)
- Provides feedback to other team members during annual review process

Finance Manager

- Oversees One 17's finances and ensures fiscal responsibility



- Responsible for overseeing, maintaining, and organizing all financial records
- Collaborates with the Executive Director on the development of annual budgets
- Analyzes financial health through the development of cash flow charts, budget forecasts, and income analysis
- Serves as the bookkeeping and banking lead
 - Inputs all financial transactions in Quickbooks
 - Conducts bill-pay as needed
 - Completes wire transfers on a monthly basis
 - Completes bank deposits twice per month
 - Reviews bank accounts weekly and reconciles accounts monthly
- Co-leads the Finance Committee with the Board Treasurer
 - Responsible for recruiting and managing committee members
 - Updates and shares the finance report on a monthly basis
 - Completes 3-4 committee meetings per year
- Provides leadership and oversight to international financial operations
 - Meets with the Haiti Finance Director twice per month to review financials and oversee budget/actuals
 - Updates Haiti School Cash Flow and provides budget controls to Haiti Operations
 - Reviews Haiti student payment report
 - Reviews monthly financial reports from New Hope School (Cambodia)
 - Reviews Campus Development project quotes and develops contract agreements
 - Oversees missionary budgets and expenditures
 - Meets with missionaries to review financial standing quarterly or as needed

Business Manager

- Oversees staff payroll and reimbursements using Gusto
- Serves as the trustee for our Guideline 401k plan
- Oversees annual insurance and coverage renewals (Directors & Officers, Workers Compensation, and General Liability)
- Provides administrative support to the Board of Directors by assisting with scheduling meetings, attending meetings, recording meeting minutes, and tracking votes
- Leads annual tax filing processes by collaborating with our tax filing contractor
- Develops year end tax statements for donors and coordinates mailing statements with volunteers
- Maintains 501(c)(3) status and works to improve best practices for nonprofit financial management
- Maintains and updates Guidestar and Charity Navigator accounts on an annual basis
- Completes annual business entity filings and report submissions
- Provides leadership to the audit process annually in coordination with our CPA firm
- Obtains state solicitation licenses by completing and submitting application requirements annually
- Reviews Michigan Unemployment Agency letters and updates as needed