

Faithbridge Church

Position Description

Position Assignment:

Title:	Financial Manager
Recruited By:	Executive Director/Director of Operations
Staff Grade:	Part Time (20 hrs. /week)
Accountability:	Director of Operations
Ministry/Dept.:	Bridging For Tomorrow

Summary of Position: The Financial Manager is responsible for handling the fundamental aspects of financial recordkeeping, and overseeing and managing any fiscal transactions for the organization.

Purpose: To provide high quality and excellent service, with the right heart attitude, offering support to the ministry and maintaining accurate records. In doing so, the mission and vision of Bridging For Tomorrow can be carried out at all times.

Duties & Responsibilities:

1. Financial

- Oversee overall financial management, planning, systems and controls.
- Monitor the agency budget in coordination with the Director of Operations.
- Maintain the financial records of the company using bookkeeping software and spreadsheets.
- Maintain support documentation as ready reference of any recorded transaction.
- Safeguard-and securing all financial records of the organization.
- Stay up-to-date with changes in state and federal non-profit financial laws.
- Maintain a system to account for financial transactions by making changes as necessary to the chart of accounts; define policies and procedures.
- Manage the productivity of day-to-day activities of accounts payable, contributions, and general accounting, ensuring the accuracy of financial reports and records
- Develop and issue timely monthly financial records for the Director of Operations/Executive Director.
- Oversee the preparation of audits, contribution statements for mid and end of year, and 1099 statements.

3. Promote BFT and its mission, acting as an ambassador, for the purpose of recruiting allies and investors to engage in our community development efforts.

4. Prepare weekly and monthly status reports, compile follow-up documentation and consistently maintain program records as specified by the Director of Operations/ Executive Director. 1

5. Must attend weekly staff meetings and occasionally other meetings as directed by supervisor(s).

6. This job description is not all-inclusive and can be modified verbally or in writing by the employee's supervisor. Other responsibilities could be discussed and assigned by the Director of Operations/Executive Director. This position will be reviewed at the end of each fiscal year.

Skills and Educational Requirements:

- Excellent organizational skills, able to multi-task and set priorities, and comfortable with asking for help or reconsideration of priorities.
- Extremely detail oriented and comfortable developing and/or working with project plans/timelines.
- Flexible and able to work effectively under pressure and deadlines.
- Tech-savvy and strong problem-solving skills.
- Able to work collaboratively with vendors, consultants, and staff.
- Experience working with QuickBooks.
- Knowledge of regulatory requirements of processing payroll accounting transactions. Must be able to keep financial matters strictly confidential.
- Nonprofit accounting experience a plus.

Organization Relationship:

This position shall be directly accountable to the Director of Operations of Bridging For Tomorrow.

Working Conditions:

This is a part time position. Position is 20 hours per week. This position requires BFT office hours.

Needed Attributes:

Strong interpersonal skills, keen initiative, detailed oriented, good organizations skills, ability to use discernment in making decisions, and a team player.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow by job description as outlined above, and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

Employee's Signature

Date

Print Name