

Position Description: Financial Services Manager

Objective: To assist the Chief Executive Officer with all financial tasks, ensuring the integrity of financial transactions and statements

Reports to: Chief Executive Officer

Qualifications:

- Committed to Christ and willing to do His will in the ministry
- Exhibit strong commitment and dedication to the sanctity of human life and to sexual purity
- Agree with and be willing to uphold and comply with the Mission Statement, Vision Statement, the Statement of Principle, Statement of Faith, and policies of the Clinic
- Proficient in Excel, Word, Quick Books and database software
- Ability to work independently, but a good team-player
- Exhibit excellent organizational skills and be detail oriented
- Self-motivated, dependable, responsible, and honest
- Possess excellent communication skills and work well with people
- Ability to respect and maintain confidentiality

Responsibilities:

General Ledger/Financial Statements

- Ensure accuracy of monthly financial statements. This includes accurate recording of deposits, payments, and other necessary journal entries
- Reconcile monthly bank, brokerage and credit card statements
- Assemble and distribute monthly financial statements for each department
- Assemble and distribute monthly financial statements for the Board meeting
- Build annual base budget, entering board approved budget into QuickBooks
- Prepare financial records for tax accountant. After completion of 990, record any journal entries into QB's from tax accountant
- Allocated all expenses to correct to depts/classes
- Prepare 1099's and 1096 for receipt by Jan 31st annually and ensure W9's on file for vendors

Accounts Payable

- Establish credit with vendors, when necessary
- Prepare checks for payment, identify the appropriate account to charge, and ensure payments are made in a timely manner
- Arrange for checks to be reviewed and signed by the CEO or designated signor

Accounts Receivable

- Maintain a gift accounting system that provides immediate and accurate recording of gifts
- Ensure that all gifts are acknowledged via receipt email/letter
- Establish monitoring and control procedures to ensure confidentiality of donor records. Update database as needed
- Enter and monitor all pledges and process receipts after fundraising events
- Maintain checking and savings accounts and credit card registers. Includes correct posting of deposits and expenses to correct accounts

- Monitor direct deposit/e-giving transactions
- Assist in counting and recording donations when needed
- Check e-giving every two weeks for any declined credit cards and notify donors promptly

Personnel/Payroll

- Process timely and accurate payroll on the 5th and 20th of each month.
- Prepare and submit all tax reports and payments required by law
- Maintain employee files and records, ensuring all information is updated and in compliance with regulatory requirements
- Obtain employment documentation (W-4, I-9, and other documents as required) and perform an annual audit on the same
- Maintain attendance records for all employees

Project Management

- Supervise vendor relationships.
- Oversee all facilities related work and operations.
- Procure bids for large projects.

Miscellaneous

- Renew property tax exemption by March 31st annually
- File charity renewal to Secretary of State by Nov 30th annually
- Manage Gala receipt process annually, post Gala
- Process, and distribute the mail daily
- Purchase financial supplies
- Other related duties as assigned
- Management positions require a notice of departure of at least 1 month

Work Schedule: Flexible - Monday through Friday up to 25-30 hours per week depending on need.

Signature: _____

Date: _____

CEO Signature: _____

Date: _____