

NORTHEAST OF THE WELL

Finance Manager

Ministry Overview

NorthEast of the Well is a Christian ministry incorporated as a 501(c)(3) non-profit in 2011. Our mission is to bring God's Word into hard-to-reach places, empowering those struggling with addiction, abuse, incarceration, and sexual exploitation to discover a new identity and step into their purpose. We offer hope through the Gospel message, belonging through a shared journey, and tools that provide a path to independence. NorthEast of the Well serves people living in drug treatment and transitional programs, safe houses, shelters, and jails in Southern California, partnering with over two dozen faith-based and secular organizations in a way that both enhances and reinforces their work. For more information, please visit our website: www.northeastofthewell.org.

NorthEast of the Well is blessed with an inspired team and generous individual and strategic partners. Our current need is for a participative leader to serve as the Finance Manager for our growing ministry.

Position Description

The Finance Manager is a full-time non-exempt (hourly) management-level position that will report to and work alongside our Founder/Executive Director in managing finances for our nonprofit organization with a \$1.2M annual operating budget. This is not a remote position. Working in concert with the Operations Manager, the Finance Manager will perform daily accounting activities and other financial functions for the organization, including daily deposits, journal entries, accounts payable, accounts receivable, payment processing, bank and credit card reconciliations, record-keeping for all donations, and payroll processing. In partnership with the Founder/Executive Director and Finance and Audit Committee of the Board of Directors, the Finance Manager will lead high-level financial budgeting, forecasting, analysis, and reporting for the organization. Additionally, the Finance Manager will work on developing and implementing internal financial and accounting controls and procedures. As a vital part of our strategic planning team, the Finance Manager will also work with our Board to establish and implement short- and long-term strategic priorities that will enable us to fulfill and grow our mission. This is a tremendous opportunity for a hands-on and dynamic financial professional to embrace a multifaceted leadership role in a vibrant ministry. We pray that, when introduced to NorthEast of the Well and our community, the right person will feel God's purpose in joining NorthEast of the Well in this newly created role. This is truly a calling not a job! -- John 4:4

Key Responsibilities

- Perform day-to-day financial activities for the organization, including accounts payable and receivable, deposits, cash flow monitoring, ledgers, cash and in-kind donation processing and recording, bank reconciliations, and financial forecasting using QuickBooks online software;
- Process and record payroll;
- Lead annual budgeting and planning process with the Founder/Executive Director and Board, administer and review all approved financial plans and budgets, monitor progress, changes, and variances, and keep management team and Board updated on the ministry's operations and financial condition;

- Prepare monthly financial reports, cash flow projections, and other needed financial updates and present them to the Founder/Executive Director and Board for discussion and approval;
- Help to develop and input strong financial policies and procedures, including cyber liability protections;
- Lead the audit and risk management process in collaboration with external auditors and the Finance and Audit Committee;
- Make and support implementation of recommendations to improve the ministry's financial operations and overall health;
- Collaborate with the Founder/Executive Director, Operations Manager, and program staff to review and monitor compliance with grants, contracts, and legal requirements;
- Lead financial modeling as part of strategic planning and program planning;
- Ensure timely completion of financial tasks and compliance with financial protocols and internal controls;
- Ensure timely renewals of liability insurance, equipment leases, etc;
- Under the Finance and Audit Committee's direction, monitor the ministry's cash flow, investments, and banking relationships;
- Demonstrate flexibility and resourcefulness in responding to financial requests from Founder/Executive Director, management team, and Board, accomplishing assigned tasks, and meeting organizational goals;
- Effectively communicate financial information and issues, particularly to the Founder/Executive Director, management team, and Board members;
- Support preparations for annual tax returns and audit, as needed;
- Ensure compliance with applicable federal, state, and local laws and national best practice standards, including requirements applying to 501(c)(3) nonprofit public charities;
- Hire, train, support, and supervise future Finance department staff, interns, and volunteers, when approved and as needed;
- Actively contribute to a positive and productive work culture; and
- Perform other duties as assigned.

Job Requirements

As a prerequisite, the successful candidate will be 100% aligned with the core values, Statement of Faith, and mission of NorthEast of the Well. We are seeking candidates with the following qualifications and attributes:

- Belief in Jesus Christ as Lord and Savior, active member of a gospel-centered local Christian church, and ongoing growth in Christian maturity;
- Servant leader with demonstrated sound spiritual discretion, judgment, integrity, trustworthiness, accountability, and diligence;
- Three to five years prior financial experience, ideally including managerial experience within a nonprofit organization;
- Bachelor's degree in accounting, business, management, finance, or related field;
- Excellent communication (verbal and written) and relationship-building skills and ability to clearly articulate the distinctive qualities of NorthEast of the Well's mission, vision, and ministry model;
- Willingness and demonstrated capacity to perform both daily accounting tasks and high-level financial budgeting, analysis, and reporting;
- Excellent analytical and problem-solving skills;
- Ability to work through business issues and make decisions quickly;
- Ability to respectfully negotiate and resolve differences for the success of all involved;

- Prior experience with QuickBooks online preferred; and
- Strong Excel skills required.

The hourly rate for the Finance Manager role is \$31/hour - \$36/hour, depending on experience. Benefits include employer-subsidized health care benefits, paid holidays, vacation, and sick time. NorthEast of the Well is an Equal Opportunity Employer and is committed to a diverse workplace.

*To apply, please submit a resume with a cover letter to: admin@northeastofthewell.org.
Visit www.northeastofthewell.org to learn more about our ministry. Thank you for your interest!*