NORTHEAST OF THE WELL

Finance Manager
Job Announcement

NorthEast of the Well is seeking a knowledgeable and hands-on Finance Manager to manage and perform accounting functions for our Christian ministry in Southern California.

Pay range is $31/hour - $36/hour.

NorthEast of the Well is an Orange County-based nonprofit organization dedicated to empowering those struggling with addiction, abuse, incarceration, and sexual exploitation to discover new identities and step into their purpose. We serve people living in drug treatment and transitional programs, safe houses, shelters, and jails in Southern California. We offer hope through the Gospel message, belonging through a shared journey, and tools that provide a path to independence.

The full-time non-exempt Finance Manager will be responsible for performing both high-level financial functions and daily accounting activities for our organization with a $1.2M annual budget. This is not a remote position. The Finance Manager will serve on the leadership team and support the organization’s continued growth through strong financial management and sound accounting practices. Specifically, the Finance Manager will:

• Lead annual budgeting and other financial modeling and closely monitor progress and variances;
• Prepare monthly financial reports, cash flow projections, and other needed financial updates;
• Handle 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;
• Develop and implement strong internal controls and financial policies and procedures;
• Lead the audit and risk management process in collaboration with external auditors and the Finance and Audit Committee; and
• Ensure compliance with applicable federal, state, and local laws and national best practice standards, including requirements applying to 501(c)(3) nonprofit public charities.

We are looking for an individual with significant accounting, bookkeeping, and financial management experience who is organized, accountable, self-driven, diligent, and communicative. Prior experience with nonprofit organizations – in a staff, consultant, Board, or volunteer role – is strongly preferred. Above all, this individual must represent NorthEast of the Well in a way that embodies our Christian values and demonstrates strong social acumen in a variety of settings and groups.

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. A full job description is also available, upon request. Thank you for your interest!