



## **Job Description: Part-Time Finance & Accounting Manager**

Are you passionate about making an impact for the Kingdom through Christian women in the workplace? Are you an authentic servant leader who wants to see working women thrive, so they reach their God-given potential? Do you believe that Jesus uses community to transform lives – and that Christian women are in desperate need of help to balance their faith, family, and work?

4word exists to build a global community of Christian women in the workplace – to guide and empower them to reach their God-given potential with confidence. Our Big Hairy Audacious Goal (BHAG) is to guide and empower 10 million Christian women in the workplace to CHANGE THE WORLD. Our values are servant leaders who are real, passionate, and faithful women who want to be in community with each other.

### **POSITION OVERVIEW**

The Finance Manager will oversee the financial health and operational efficiency of 4word, ensuring strategic financial planning, budget management, and compliance with nonprofit financial standards. This role requires strong financial acumen, operational expertise, and the ability to collaborate with leadership to optimize financial performance, vendor partnerships, and corporate sponsorships.

### **KEY RESPONSIBILITIES**

#### **Financial Planning & Management**

- Develop and support managing the annual budget, ensuring alignment with 4word's strategic goals.
- Oversee financial forecasting, reporting, and performance analysis to track progress against objectives.
- Complete timely monthly, quarterly, and annual financial reviews, ensuring accuracy.
- Monthly review of bank reconciliations and other reconciliation schedules from bookkeeping firm.
- Lead financial reporting of programs and initiatives across departments.
- Develop and ensure compliance of financial policies, procedures, and internal controls
- Coordinate and support annual audit process, ensuring transparency and regulatory compliance.
- Assist with fair market value determinations of sponsorships and other program-related gifts received.
- Maintain & update the Restricted Donations schedule
- Update and maintain monthly cash projections

#### **Operations & Vendor Management**

- Ensure adherence to financial obligations of vendor contracts.
- Assist in review of new vendor contracts, ensuring agreements align with organizational objectives.
- Optimize operational efficiency by improving financial and administrative processes across departments.

#### **Corporate Sponsorship & Fundraising Support**

- Collaborate with fundraising and development teams to ensure efficient financial tracking of donor contributions.
- Support financial reporting of grants, sponsorships, and donor funds.

## **Technology & Systems Oversight**

- Provide operation oversight for the following activities & tools:
  - Divvy/Bill Pay (credit card management application) for financial transactions, credit card budgets and approvals
  - Bill.com for vendor invoice approvals
  - Donor Search & Bloomerang for donor and fundraising data
  - Payroll Review
  - Annual Audit Support
  - Annual Budget reporting & preparation
  - Prepare Quarterly Financial reports for board reporting
  - Monthly Financial reviews with internal management
  - Provide support to the CFO as needed

## **Qualifications & Experience**

- Bachelor's degree in finance & accounting, preferred.
- 5+ years of accounting and/or financial management/reporting experience, preferably in a nonprofit organization.
- Strong financial acumen
- Understanding of nonprofit financial standards, audits, and compliance, preferred
- Experience with budget development, financial reporting, and contract management.
- Proficiency in financial accounting/bookkeeping tools (e.g., QuickBooks, Divvy, Bill Pay, Bloomerang).
- Strong analytical and problem-solving skills with attention to detail.
- Ability to collaborate with cross-functional teams and leadership.
- Excellent organizational and communication skills.
- Commitment to 4word's mission of empowering women in the workplace.

**Location** – Remote

**Travel** – This position does not require travel

**Job Type:** Part-time (hours flexible)