

# Christian Student Fellowship Job Posting

**Position Title:** Finance Manager

**Job Overview:** Christian Student Fellowship (CSF) is seeking an organized individual to oversee our Finance Department as well as a few other organizational tasks. This position is full time and includes appropriate salary and benefits. This job will be performed in person at the CSF building alongside other staff.

**Responsibilities:** We are looking for someone highly organized and detailed to oversee our Finance Team. The role we are hiring is someone who will be in charge of our day-to-day financial needs. You will be working alongside a part-time worker that will assist you in managing some aspects of the financial duties. This is a high capacity position with several key responsibilities, so it must be filled by someone who can balance and oversee varied things at once.

## **Required Skills:**

- Believes in the mission and vision of the ministry of CSF
- Very Organized
- Task Oriented, detailed
- Has a large capacity to juggle multiple tasks and projects
- Takes initiative--looks ahead for ways to improve our current systems
- Good communication skills
- Able to manage a small team
- Can work both independently and collaboratively when needed
- Positive spirit
- Willingness to learn new things
- Critical thinking to solve issues as they arise

## **Desired Qualifications:**

- Bachelor's Degree (Preferred in Accounting- though not required)
- Prefer prior knowledge of Quickbooks
- Prefer 1-2 years of accounting experience

## **Job Responsibilities:**

- Manage recurring gifts for staff and the ministry
- Internal and external accounts payable
- Reconciling all bank accounts
- Monthly and as needed reporting for the director and board
- Run payroll in conjunction with our accounting firm
- Upkeep of our Quickbooks software of all gifts and expenses

- Oversee the finance team and work closely with the philanthropy team
- Work with the rest of the CSF staff on budgets, spending, donor management, etc
- Create yearly budget alongside the director
- Managing staff credit cards and transactions
- Renew health and property insurance yearly
- Onboard new staff in financial and insurance matters
- Oversee other administrative tasks as needed
- \*\*\*A more detailed list will be provided when walking through the interview process

This role may also entail assistance in a limited capacity with our philanthropy team's gift entering duties. Details may include:

- Entering Gifts (Checks, Credit Cards, ACH) into our donation software
- Updating donor information on donation software
- Weekly, monthly and as needed gift reports as requested by the philanthropy team
- Reconciling ACH and Credit Card giving within our donation software

If you or anyone you know has this skill set/make-up, or if you have any questions about the position, then please get in touch with CSF's Pastor to Staff - Fred Turner at [fred@ukcsf.org](mailto:fred@ukcsf.org)