

Christian Student Fellowship Job Posting

Position Title: Finance Manager

Job Overview: Christian Student Fellowship (CSF) is a high impact campus ministry located next to the University of Kentucky campus that serves hundreds of students each week. We are 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 who is organized and detail oriented to oversee our Finance Team. This person will be in charge of our day-to-day financial needs. You will work alongside a part-time staff member who 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 various tasks and priorities at once.

Required Skills:

- Believes in the mission and vision of the ministry of CSF
- Very Organized
- Task Oriented, detailed
- Has a 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)
- 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
- Financial oversight of our current building project (ex: vendor payments, tracking project costs, managing loan draw etc.)
- Reconciling all bank accounts
- Generate financial reports for the Lead Pastor and Board
- Run payroll in conjunction with our payroll 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

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 Administrative Assistant, Sarah Iranpour at sarah@ukcsf.org.

You can learn more about this unique ministry by visiting our website www.ukcsf.org.