



Job Title: Financial Administrator	FLSA Status: Exempt
Reports to: Executive Director	Salary: Commensurate with experience/qualifications
Revised: March 4, 2024	Work Schedule: Part-time (~24 hours per week)

Summary: The Financial Administrator provides support to all departments through accounts payable, accounts receivable, payroll, data collection for grant writing, departmental budgets, and monthly financial reporting consistent with the mission, vision, and values of Ministries of Jesus, Inc.

Essential Responsibilities:

- Financial Reporting - monthly closing of the general ledger, creation of detailed financial statements for the Executive Director and individual department directors, creation of summary financial statements for the Board of Directors, various account analysis to applicable individuals
- Accounts payable - review & enter all A/P bills, create checks to pay bills
- Accounts receivable - create invoices for commitments, primarily from special events
- Deposits - create and make deposits, handling checks and cash
- Reconciles all cash, investments and credit card accounts on a monthly basis.
- Payroll - create & submit payroll on a bi-monthly basis through Paycom
- Develops the annual budget by department in collaboration with the executive director.
- Provides monthly budget updates to the executive director, each department director, and the Board
- Human Resources – assists with on-boarding new employees, manage personnel files, manage PTO and other benefits, annually review proposed health/dental insurance plans for employees.
- Grant Writing Support - support the grant writer by providing financial information and patient data for all grants
- MOJ-Nicaragua - review and analysis of financial statements from MOJ-Nicaragua, as needed.
- Supervise outside audits/reviews of financial statements and supervises outside preparation of the annual tax returns
- Participate in staff meetings, retreats, Board meetings and other major functions as assigned by the Executive Director

Qualifications:

- A minimum of 3-5 years of accounting/bookkeeping experience in an office or clinic setting working in collaboration with a team of directors, board members, and staff.
- A bachelor's degree in finance, accounting or a related field is highly desired, but not required. CPA a plus.
- A mature Christian with superior knowledge of Scripture and demonstrated faith with ability to communicate Biblical truths and share the gospel through life experiences.
- A high level of integrity, trustworthiness, and commitment to the mission, vision, and values of MOJ.
- A self-disciplined self-starter who demonstrates excellent accounting/bookkeeping skills and can multi-task, prioritize responsibilities, and efficiently complete responsibilities with excellence in a timely manner.
- Superior people skills able to relate and communicate well to all levels of individuals, inside and outside of MOJ while maintaining strict professional confidentiality.
- Bilingual (Spanish) and Notary Public is a plus.

Skills Required:

- The Financial Administrator is a professional committed to excellence that represents MOJ in a positive manner, demonstrates exceptional financial and bookkeeping skills, and can manage reports and deadlines simultaneously.
- Has the ability to see the big picture yet make good day-to-day decisions.
- Collaborates with staff to maintain a professional, positive working environment utilizing excellent interpersonal communication and relationship skills.
- Is friendly and able to work under pressure integrating high levels of critical thinking and problem-solving skills.
- Is a self-starter able to multi-task, manage, and reports work on time.
- Is self-directed, enthusiastic, and goal oriented.
- Can work under tight deadlines, maintains exemplary professionalism, keeps strict confidentiality.
- Has strong attention to detail and produces high quality, timely work.

Job Specifications:

To perform this job successfully, an individual must be able to competently perform each essential skill and duty. The requirements listed below are representative of the knowledge, skill and/or ability required.

Supervisory Duties:

None

Language Skills:

Ability to read, analyze and interpret general professional journals, technical procedures, and/or government regulations.

Ability to write reports and correspondences as may be appropriate. Ability to effectively present information and respond to questions in one-on-one and small group situations. Bilingual (Spanish) is a plus.

Mathematical Skills:

Ability to plan budgets and use the mathematical skills required to do so. Ability to maintain accurate records and supportive documentation for projects under the supervision of the position.

Reasonable Ability:

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical and diagram form and deal with several abstract and concrete variables. Strategic planning and system process skills with the ability to see the big picture while able to dig into the weeds

Other Skills and Abilities:

Ability to use a computer and related software programs and other technologies needed to perform essential job functions. Ability to apply knowledge and current research and theory. Ability to establish and maintain effective working relationships with the staff and the community. Ability to organize and contribute to committees and meetings. Ability to communicate clearly and concisely both in oral and written form. Ability to serve as a resource to the board of directors, the Executive Director, other directors and staff in interpreting and/or implementing the ministry's mission, vision, values, and policies specifically related to the financial operations of MOJ.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit and talk or hear. The employee may occasionally be required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works inside. The noise level in the work environment is generally quiet depending on the activities in the part of the day and location. Some travel may be required.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals that maybe currently holding this position and additional duties may be assigned.

Contact:

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