



CONCILIUM

Job Title	<i>Finance Manager</i>
Reports To	<i>President, Board Treasurer</i>

Job Purpose

The Finance Director is responsible for all flows of finances within Concilium as well as some admin responsibilities

Duties and Responsibilities

Taxes

1. Obtain and manage tax ID numbers for all employees at the local, state, and federal levels
2. Print and file 1099s at the end of the year
3. Keep nonprofit in good standing with yearly Form 990 filing and annual MO nonprofit registration report
4. Supply donors with yearly donation statements, correspondence

Bank

1. Manage the account and relationship with Arvest
2. Conduct ACH collections on the 7th and 21st of each month
3. Initiate Concilium payments by check or ACH to reimburse employees and contract workers,
4. Save monthly records
5. Obtain and manage Credit Cards

QuickBooks

1. Reconcile checking account, etc.
2. Separate contractor reimbursements from contractor pay
3. Keep records of donations by donor
4. Post images of checks and deposits to the QuickBooks entry
5. Store receipts in QuickBooks or OneDrive

Payroll/HR

1. Maintain the relationship with Miller Management Payroll Services
2. Handle all Payroll paperwork for setting up new employees/onboarding
3. Submit employee hours monthly and salary changes
4. Assist in payroll related questions for new and existing employees
5. Accounts Payable
6. Run Background checks
7. Administrate benefits packages

Audits

1. Maintain backup records of organizational documents, checks, deposits, expense reports on OneDrive
2. Serve as a controller for reimbursing employees and contract workers
3. Submit a sample of payments to check for fraudulent charges

Client Relations

1. Answer queries about payments and funds received
2. Provide bank account information to necessary parties



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3. Accounts Receivable/Invoicing for trainings, subscriptions and hourly consulting
4. Provide Team Members with their account donations and fund summaries
5. Provide receipts and refunds for course payments

Administrative Duties

1. Maintain company insurance for worker's comp, hired auto, general liability, D&O, and other needed coverages
2. Email – maintain the finance@concilium.us account
3. Send out giving statements and tax documents to donors and employees for tax purposes no later than Jan 30
4. Complete and send in Form 990 (before May 15) or file an extension

Desirable Qualifications

Desirable Qualifications for the position include:

- Work experience in a nonprofit environment
- Work experience in a business accounting setting (preferably accounting, tax, or finance)
- Knowledge of the products
- Experience in AP, AR, tax filings, account reconciliations
- Excellent written and verbal communications
- Knowledge of Quickbooks Online and Microsoft Office Suite
- Knowledge of credit card collection platforms and their integration with websites
- Knowledge of nonprofit donation receipting and donor relations
- Uphold a close and growing relationship with Jesus Christ
- Excellent organizational and time management skills, including proficiency in evaluating and prioritizing issues
- Excellent verbal and written communication skills, including proficiency in grammar and spelling
- Excellent interpersonal skills, ability to handle sensitive situations with confidentiality, poise, and tact
- Ability to work well under pressure and against deadlines
- Willingness to pursue a healthy work/life balance

Working conditions

Concilium is a virtual organization. As such, working from home is a must. Some meetings at Concilium's physical address or other third spaces is necessary. Also, driving to the PO Box and bank(s) is necessary.

Physical Requirements

The Finance Director represents the Concilium President in both demeanor and appearance. This requires the finance director to lead by example by maintaining a healthy lifestyle both honored by God and respected in the community.

Moral Requirements

The Finance Director must subscribe to the statement of faith, mission, and values of Concilium.



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Approved by:	<i>Scott Brawner, President</i>
Date approved:	<i>May 15 2024</i>
Reviewed:	<i>N/A</i>

This job description will be reviewed annually and updated as often as necessary.



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