



Job Description: Finance and 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 BHAG is to engage 10 million Christian women in the workplace to CHANGE THE WORLD. We foster authentic community for servant leaders who are real, passionate, and faithful women who want to be in community with each other.

POSITION OVERVIEW

The Finance and Accounting Manager will actively manage ongoing financial, accounting, and human resources functions for the organization to ensure continued financial health and operational efficiency of 4word. This includes strategic financial planning, budget creation and reporting, organizational budget management, cash forecasting, and nonprofit financial standard compliance. This role requires strong financial acumen, operational expertise, and the ability to collaborate with leadership to optimize financial performance, vendor partnerships, and corporate sponsorships. It also includes managing our outsource accounting firm and providing substantial support for the annual audit. This position represents a critical team player who supports all aspects of the organization and is willing to assist cross-functionally as needed.

KEY RESPONSIBILITIES

Financial Management & Planning

- Develop and manage 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 outsource accounting firm.
- Lead financial reporting of programs and initiatives across departments.
- Develop and enforce 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.
- Assist in management of human resource activities and personnel and payroll administration.
- Support the CFO in ongoing operations and special projects.

Operations & Vendor Management

- Manage all contracts and ensure adherence to financial obligations of vendor contracts.
- Maintain schedule of all contracts and term escalations.
- Assist in review of new vendor contracts, ensuring agreements align with organizational objectives.
- Optimize operational efficiency by improving financial and administrative processes across departments.

Revenue and Contribution Management

- Collaborate with fundraising and development teams to ensure efficient financial tracking of donor contributions.
- Manage process for all contribution revenue including donor funds, sponsorships, memberships, and grants.
- Provide all reporting and communication related to revenue and contributions.
- Coordinate with outsource accounting firm for monthly reporting and reconciliations of revenue and contributions.
- Complete annual reporting and filings for contributions.
- Manage filing process for all states in which we operate.

Technology & Systems Management

- Provide operational management for the following activities & tools:
 - Divvy/Bill Pay for financial transactions, credit card budgets, and approvals
 - Bill for vendor invoice approvals
 - Donor Search & Bloomerang for donor and fundraising data
 - Provide backup support for the Technology Manager as needed.
 - Ensure seamless integration of financial and operational technology solutions

Qualifications & Experience

- Bachelor's degree in finance and accounting, required.
- 5+ years of accounting and/or financial reporting experience, preferably in a nonprofit organization.
- Strong financial acumen.
- Understanding of nonprofit financial standards, audits, and compliance.
- Experience with budget development, financial reporting, cash forecasting, and contract management.
- Experience in human resources and payroll processing.
- Proficiency in financial management tools (e.g., Excel, QuickBooks, Divvy, Bill Pay, Bloomerang/CRM).
- 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: Full-time