

Financial Manager

The Financial Manager implements and contributes to an annual finance strategy that equips Churches for Middle East Peace (CMEP) to operate with financially sound and efficient principles.

The successful candidate is someone who thinks strategically about priorities, translates those priorities into a plan of action, and successfully implements the plan. They should be able to synthesize information and offer guidance on the best course of action as it relates to the areas of finance detailed below.

This position reports to CMEP's Director of Operations.

Finance Goals and Priorities:

- Manage the accounting for a small non-profit (budget ~500k) with designated funds. Including but not limited to:
 - Input budget, income, and expenses into QuickBooks
 - Input, reconcile, and code deposits and expenses via checks, online credit card transactions, transfers, and other sources into both QuickBooks and the CRM system as needed
 - Coordinate bank deposits and report financial results on a regular basis to management
 - Balance and maintain accurate ledgers
 - Prepare monthly financial statements, including cash flow, profit and loss statements, balance sheets, and grant fund balances
 - Oversee deposits
 - Process payroll twice monthly, Includes health care, clergy housing costs, benefits, PTO, etc
 - Oversight of OnTheClock employee timesheet system
- Manage accounts payable and receivable
 - Manage system to ensure all bills and invoices are appropriately addressed
 - Includes managing receivable pledges from individual and organizational donors
- Regularly review and analyze current financial operations procedures and make suggestions for more cost-effective and efficient processes for managing bookkeeping, payroll, bill pay, and other financial responsibilities
- With the Director of Operations, manage the annual budgeting process
- Assist in Development and Grant activities. Including but not limited to:
 - Grant funding and reporting
 - Translate grant and operating budgets to project budgets
 - Provide individual donation reporting, including year end giving statements
- Oversee annual audit and work with auditors to provide all relevant information
- Manage CMEP financial procedures
 - Add new employees to financial systems
 - Communicate financial procedures to other staff as needed
 - Develop, update, and maintain procedures as needed
 - Integrate financial procedures with other work programs - primarily Basecamp and Salsa CRM/Engage

Qualified applicants have:

- Expertise with Excel and Quickbooks as well as employee paycheck systems.
- Expertise in non-profit fund accounting / bookkeeping
- A degree in a related field
- Professional Experience in a similar role
- Experience working with development and fundraising professionals - including but not limited to grant funding and reporting
- Familiarity with Google Apps Suite – including Drive, Google Sheets, Meet video chat, and Gmail
- Skilled methods for effectively communicating with supervisors, coworkers, and external contacts via email, phone, video chat, and other internal communications systems
- Bonus: experience with Basecamp, Salsa CRM, Salsa Engage, and/or OnTheClock systems

Salary and Benefits:

Part-Time (10 hrs a week with seasonal increases for the annual audit, annual budgeting, and year-end needs.)

Location: Strong preference for individuals who can occasionally work from our Washington, D.C. office, but remote possible.

Four weeks paid-time-off (PTO) per year plus holidays (relative to hours worked each week.)

Salary: \$20-\$40 per hour

Flexibility with some remote work and flex-schedule options

Expected Start Date: February - March 2022

To Apply: Send cover letter, resume, and three professional references to applications@cmep.org

Churches for Middle East Peace (CMEP) is a coalition of 30 national Church communions and organizations working to encourage U.S. policies that actively promote just, lasting and comprehensive resolutions to conflicts in the Middle East