



## FINANCE COORDINATOR

Position Title: Finance Coordinator (Full-time, Akron office)  
Location: Akron, OH  
Position Reports To: Finance & Business Applications Manager  
Date: June 18, 2020

### **Specific Responsibilities:**

Assists Finance Department with

- Contracts
- Account Payables
- Account Receivables
- Banking
- Record Keeping
- State Registrations
- Documentation of Finance department processes
- Product Owner for BBS App development
- Legal and compliance
- Taxes
- Attends and participates in Finance Department and BBS staff meetings
- Complies with all regular functions of employment within the agency
- Other tasks or projects as assigned by the Finance & Business Applications Manager, CFO or President
- Consistently exemplifies BBS Mission, Core Values and ServantHeart culture
- As assigned, assists with training and orientation of other BBS staff
- Other miscellaneous duties (including but not limited to phone coverage) as needed to support BBS & Associates and as deemed necessary by BBS leadership

### **Qualifications**

- Confidentiality
- Detail-oriented
- Organizational skills
- Works well in team environment
- Strong and professional communication skills both oral and written
- Familiarity with MS Word, MS Excel, Chrome, PowerPoint, and Outlook; QuickBooks preferred
- Four-year college degree (preferred), or direct equivalent work experience required, with accounting, finance or business management focus
- Satisfactory background check

### **BBS & Associates Purpose:**

We strive to glorify and serve God by engaging people's hearts and minds — to extend His Kingdom by advancing a ministry's unique God-given vision.

### **BBS & Associates Purpose:**

- We seek to glorify God together and recognize Him as the Source of all provision.
- We strive to work and act with integrity.
- We strive to carefully steward our God-given abilities in order to serve and empower our clients and each other.
- We work hard and strive to exceed the needs and expectations of our clients.

- We strive to work as a team and treat each other as we would like to be treated.
- We seek to encourage ministries to document authentic results — not only the financial, but also the practical and spiritual.

Send resume to: [BBSHR@servantheart.com](mailto:BBSHR@servantheart.com)