



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

Specific Responsibilities:

Manages Projects for Finance including:

- Contracts
- Accounts Payables
- Accounts Receivables
- Record Keeping
- Documentation of Finance processes
- Agile Product Owner for BBS App development

Assists with:

- Banking
- State Registrations
- Legal and compliance
- Taxes
- Financial processes and ensure adherence to company/federal laws
- Performing cost analysis and recommend process improvements for cost effectiveness
- Analysis to identify and resolve discrepancies or gaps
- Creating financial presentations for management and clients
- Developing best practices to enhance operational performance and productivity
- Audit preparations
- Overseeing that all finance transactions are accurately and thoroughly recorded
- Performing account reconciliation activities on periodic basis
- Preparing monthly financial reports in a timely manner

Includes:

- 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, Power Point, and Outlook; QuickBooks preferred

- Four-year college degree preferred with coursework, or commensurate experience, in accounting, finance or business management required
- 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 Core Values:

- 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