



Position Title: Finance Coordinator  
Position Status: Full-time (40 hours per week)  
Location: Akron, OH office  
Reports To: CFO/Treasurer  
Date: August 30, 2021

**Description:** The Finance Coordinator provides assistance to the CFO/Treasurer and Finance Manager(s) for completion of finance department projects and responsibilities related to overall Finance Department functions.

**Finance Coordinator Responsibilities:**

Assists Finance Department with:

- Contracts
- Accounts Payables
- Accounts Receivables
- Banking
- Record Keeping
- State Registrations
- Documentation of Finance processes
- Agile Product Owner in BBS App development
- Finance-related legal and compliance assignments
- Taxes

Includes the following:

- Attends and participates in Finance Department and BBS staff meetings
- Complies with BBS employment policies and protocols
- Other tasks or projects as assigned by the 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
- Develops strong departmental and inter-departmental interpersonal working relationships
- Familiar with MS Word, Excel, Power Point, Outlook, and Chrome; QuickBooks preferred
- Adapts to changes and innovations in technology
- Four-year degree (preferred) or direct equivalent work experience
- 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.

*Hard work and a servant's heart.*



- 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)

*Hard work and a servant's heart.*