Position Summary:

The Finance Administrator ensures the organization's financial operations and basic HR functions are conducted with accuracy, integrity, and alignment with our mission. This role is responsible for bookkeeping, payroll processing, financial reporting, and overseeing timekeeping and time-off tracking systems. The ideal candidate is detail-oriented, trustworthy, and committed to serving behind the scenes in a way that supports Gospel-driven impact.

Key Responsibilities:

Finance & Accounting (50%)

- Manage day-to-day bookkeeping using QuickBooks Online software.
- Receive and process monetary and electronic donations, including making bank deposits and setting up ACH payments and donations.
- Process accounts payable and receivable, ensuring timely payments and accurate records.
- Prepare monthly financial statements, bank reconciliations, and internal reports.
- Coordinate with external accountant or auditor as needed for compliance and annual filings.
- Process employee reimbursements, stipends, and ministry-related expense reports.
- Assist in annual budgeting and periodic financial forecasting with leadership.
- Maintain organized digital and paper financial records in compliance with nonprofit best practices.
- Complete renewals for ministry accreditations and charitable solicitation registrations.

Payroll & Personnel Administration (30%)

- Administer bi-weekly or monthly payroll.
- Track employee hours and paid time off (vacation, sick leave, holidays) using the organization's system.
- Ensure onboarding and offboarding processes are completed for new and departing staff (e.g., collection of forms, background checks, system setup).
- Maintain personnel files in compliance with state and federal labor laws and internal policy.
- Serve as point of contact for basic HR-related questions and updates (e.g., PTO balances, policy clarification, health insurance options, etc)
- Track employee anniversary dates, set times for employee evaluations with ED, and track employee performance plans as needed.
- Schedule times for professional development for staff with the direction of the ED.
- Uphold confidentiality and professionalism in all matters involving staff and organizational records.

Ministry Operations (20%)

- Support the Executive Director in ministry operations as assigned.

Qualifications:

- A personal relationship with Jesus Christ and alignment with the mission and statement of faith of the organization.
- Bachelor's degree in Accounting, Finance, Business Administration, or related field preferred.
- 2+ years experience in nonprofit financial administration or bookkeeping.
- Familiarity with accounting software (QuickBooks Online) and payroll platforms.

- Knowledge of nonprofit accounting principles and IRS requirements preferred.
- Strong organizational and problem-solving skills.
- High degree of integrity, confidentiality, and attention to detail.
- A servant-hearted attitude and team-oriented mindset.

Outcomes & Success Metrics:

- Monthly financial reports prepared accurately and submitted by the 10th business day.
- 100% compliance with payroll processing and reporting deadlines.
- Maintain less than 1% error rate in financial data entry or reporting.
- Accurate tracking of employee time off and hours worked with monthly reconciliation.
- Timely onboarding (within 5 business days) for new hires and smooth offboarding processes.

Spiritual & Cultural Expectations:

- Actively contribute to a Christ-centered work environment through prayer, encouragement, and integrity.
- Participate in organizational devotions, prayer meetings, and spiritual development activities as appropriate.
- Reflect the values of the Gospel in communication, stewardship, and service.

Compensation & Benefits:

- Salary range: $50,000-$55,000/year; fulltime, M-F, 40 hrs/wk in-office position that reports to the Executive Director.
- Benefits include: health/vision/dental insurance options, PTO for vacation/sick time, holidays.

To Apply:

Please submit your resume and a brief cover letter sharing your experience and why you feel called to serve in this capacity to hmccaskill@onebyoneusa.org.