



Interfaith Volunteer Finance Coordinator Job Description

Position Summary:

The Finance Coordinator performs a wide variety of tasks for the organization. Responsible for accounting activities such as preparing financial statements, managing donations, organizing grant funding and maintaining databases.

This is a part-time position, working approximately 24 hours a week, occasionally called upon to work additional hours for special events

Reports to: Executive Committee

Duties & Responsibilities:

- Assists in record keeping, planning, and evaluation of the program to understand the impact of services.
- Assists in grant management and reporting.
- Provides financial reports as needed. Including monthly financial statements and reconciliations. Assists with annual audit.
- Manages donations and assists with creating and sending informational mailings, thank you letters, newsletters, and donor appeals.
- Assists with developing, marketing, and organizing special events.
- Manages and orders supplies within the budget guidelines.
- Assists in coordinating Faith in Action events
- Maintains yearly pledges and WIFIAN invoices.
- Other duties as assigned.

Qualifications & Experience

- Requires high school diploma, with Associates degree preferred.
- Two years of experience in office setting preferred.
- Exhibits strong organizational skills, attention to detail, as well as an understanding of faith-based and community-based non-profit programs.
- Knowledge and proficient use of technology, including Microsoft Office, QuickBooks, and other computer programs as needed.
- Familiarity with grant writing and grant reporting.
- Ability to proof and edit public relations material.
- Exhibits flexibility and possesses well-developed interpersonal skills. Excels in personal interactions with the staff and volunteers at all levels of the organization.
- Serves others with compassion and must have ability to work with diverse populations.
- Must be able to keep sensitive information confidential, exhibiting a high level of integrity

Additional Requirements

- Valid driver's license and use of one's personal automobile for local travel.
- Occasional evening and weekend work for special events.

Interfaith Caregivers is seeking a highly motivated individual to fill the part time position of Finance Coordinator. The Finance Coordinator performs a wide variety of tasks for the organization. Responsible for accounting activities such as preparing financial statements, managing donations, organizing grant funding and maintaining databases.

This position is:

Part-time, 48-hour per pay period

Top candidates will possess:

- Strong organizational skills, attention to detail, as well as an understanding of faith-based and community-based non-profit programs.
- Familiarity with grant writing and grant reporting.
- Ability to proof and edit public relations material.
- Well-developed interpersonal skills to interact with the staff and volunteers at all levels of the organization.
- Ability to serve others with compassion and with diverse populations.

Essential Duties:

- Provides financial reports as needed. Including monthly financial statements and reconciliations. Assists with annual audit.
- Manages donations and assists with creating and sending informational mailings, thank you letters, newsletters, and donor appeals.
- Assists in record keeping, planning, and evaluation of the program to understand the impact of services.
- Assists with developing, marketing, and organizing special events.
- Manages and orders supplies within the budget guidelines.

Educational Qualifications:

- High school diploma, with Associates degree preferred.
- Two years of experience in office setting preferred.
- Knowledge and proficiency in use of technology, including Microsoft Office, QuickBooks, and other computer programs as needed.

To Apply:

Send cover letter and resume to interfaithpers@gmail.com by April 30,2025. Position open until filled.

Volunteers of Jackson County Interfaith put their faith in action by using their gifts and talents to serve those living in our area communities. Join us in making an impact on our community.

