

FINANCE & OPERATIONS MANAGER

Job Description

Full-time Position

Love One International's mission is to transform the lives of children and families in Uganda through life-saving medical care, family preservation, and sharing the love of Jesus.

The stateside team of Love One is tasked with leading our work in both the states and Uganda. The Finance & Operations function enable that leadership through a strong foundation that allows our teams to work efficiently and effectively. The Love One stateside team is currently and will work to remain lean and agile, which means we come to the table with humility and flexibility while having a lot of fun.

The Finance & Operations Manager works closely with the Executive Director to lead an integral part of our work.

RESPONSIBILITIES

- Provide leadership through the development of financial plans
- Maintain GAAP and nonprofit accounting best practices
- Design a finance and accounting system that works for Love One
- Lead annual audit efforts
- Provide periodic reports to Executive Leadership
- Lead annual budget process for US and Uganda
- Approve credit card expenditures
- Maintain key relationships with banks, payroll providers, etc.
- Reconcile bank accounts
- Manage accounts payable and receivables
- Oversee annual 990 submissions
- Acquire and maintain beneficial accreditations (EFCA, GuideStar, Charity Navigator)
- Oversee HR functions (payroll, benefits, government requirements, etc.)
- Oversee constituent database operations
- Manage on-boarding of new employees
- Manage office systems (google, QuickBooks, etc.)
- Distribute tax receipts
- Manage vendors and agreements (event vendors, landlord, etc.)
- Ensure employees have what they need to work effectively
- Collaborate with US and Uganda teams

Requirements:

- A lifestyle consistent with a thriving Christian faith
- A team-oriented approach to work
- Great attention to detail
- Ability to be confidential in work with high-profile partners
- Proficient in QuickBooks and Excel
- Organized and efficient
- Flexible schedule with the ability to complete tasks in a timely manner
- 5+ years of practical experience in a Christian non-profit or para-church organization preferred in finance and accounting
- Experiencing working with an African country is a plus

Reports to: Executive Director

Location: This position would work out of the Brentwood, TN office.

Benefits: health insurance, 401K, paid time off, opportunities to grow within the organization.

Average Time Commitment per week: 40

Compensation: to be determined