



Job title *Finance Team Leader*
Reports to *Operations Executive Assistant*

Job purpose

The Finance Team Leader is responsible to oversee the cashiering, deposit functions of CLUB1040; as well as the accurate reporting of income and expenses to Divisional Leader.

Remuniation

Our missionary staff volunteers raise financial support to cover salary, benefits and ministry expenses. CLUB1040 can provide training to develop support. Reasonable expense reimbursements are available with prior written authorization.

Duties and responsibilities

The primary job duties and responsibilities of the Finance Team Leader are to manage all aspects of financial receipts, tracking and reporting for CLUB1040.

- Participate in CLUB1040 SHAPE profile and Development program
- Recruit and develop volunteer Finance Team members
- Curate Finance Team members through CLUB1040 SHAPE profile and Development program
- Manage interdivisional use and demand for Financial Reporting needs
- Maintain accurate and up to date records of all income and expenses for all CLUB1040 accounts, as well as CLUB1040's Associate Missionaries.
- Perform regular reconciliation of various merchant and banking statements with CLUB1040 records
- Interact with Administration and Data Base personnel to ensure currency and accuracy of all records and reports.
- Create and maintain reports for interdivisional access to relevant data

Qualifications

The ideal candidate for Finance Team Leader will possess the following minimum qualifications.

Qualifications include:

- B.S. / B.A. Preferred but not required
- Understanding of General Office Administration and Bookkeeping
- Proficient in MS Office, Intuit Quickbooks

Working conditions

Finance Team Leader will primarily work from home, but on occasion will be needed to attend CLUB1040 office briefings, events and extra local sessions.

Physical requirements

The position necessitates the Media Team Leader to sit for long periods, working in a computing environment.

Direct reports

Responsible to recruit, train and manage media savvy team members to assist in execution of assigned responsibilities.

NOTICE: This posting is for a volunteer missionary position and should not be considered as an offer for full or part time paid employment. In some cases, certain staff volunteers might be considered for employment; however, no such offer is guaranteed by acceptance of a volunteer position nor is it implied.

Approved by: *Divisional Leader, Operations*
Date approved: *June 23, 2016*
Reviewed: *June 23, 2016*