

**CARENET PREGNANCY CENTERS, NCW
POSITION DESCRIPTION**

TITLE: FINANCIAL MANAGER CLASSIFICATION: CARE NET PREGNANCY CENTERS, NCW – FINANCE	REPORTS TO: CARE NET PREGNANCY CENTERS, NCW EXECUTIVE DIRECTOR
Date Approved: 01/01/2024 Care Net Pregnancy Centers, NCW Executive Director Signature: _____	

Objectives of the position: The Financial Manager is responsible for Care Net Pregnancy Center, NCW’s overall financial practices including but not limited to general ledger, accounts payable, accounts receivable, payroll, banking, pledge records, gifts, donor tracking and tax filings.

Status: Part-time. Refer to the most recent Personnel Action Form for current FTE status.

Essential Functions:

Perform the following duties in accordance with existing policies and procedures under the authority and direction of the Executive Director of Care Net Pregnancy Centers, NCW.

I. Duties

- a. Picks up mail from the post office at least 2 times a week, makes bank deposit, enters donations into the donor tracking system and mails or emails receipts to donors.
- b. Oversees written thank you card to those who donate \$100 or more and NEW donors.
- c. Ensures that those who donate over \$500 for the first time get a phone call from a board member.
- d. Maintains donor records and prepares annual donor statements to be mailed out no later than January 31st.
- e. Pay bills on or before the due date. The Executive Director signs checks.
- f. Process payroll monthly. Pay period ends on the last day of each month. Employees should receive their paycheck on or before the 5th of the following month.
- g. Account reconciliations
 - i. General Checking
 - ii. Savings
 - iii. Pay Pal
 - iv. Payroll Tax accounts with payroll taxes paid or payable
 - v. Accounts Payable account
- h. Prepare quarterly reports for Unemployment Ins, Labor and Industries, WA State Paid Family Medical Leave, WA Cares Act and Federal 941 Form
- i. Responsible for payment of all federal and state payroll taxes.

- j. Process background checks for all new hires, new volunteers and new board members.
- k. Maintain an orderly filing system
- l. Prepare monthly financial reports for the monthly board meeting. The report to the board should include the following;
 - i. Checking account balance as of the day of the board meeting
 - ii. Savings account balance as of the day of the board meeting
 - iii. Pay Pal account balance as of the day of the board meeting
 - iv. Budget vs. actual P&L for the previous full month
 - v. Budget vs. actual YTD P&L for the previous full month
 - vi. Balance Sheet for the previous full month
 - vii. General report of current financial activities or items of interest to the board.
- m. Oversee the use of any accounting/management software and timely data entry of financial records into the financial management software.
- n. Collaborate with the Executive Director and the board of directors in matters of prudent use of cash and cash reserves.
- o. Maintain a clean and open set of books for periodic inspections and the scrutiny of the Executive Director and the Board.
- p. Collaborate with the Executive Director in preparation of the annual budget. This process should begin towards the end of the fiscal (calendar) year with a draft budget to be presented to the board of directors at the January board meeting.
- q. Year End Taxes – Submit year end data to the accountant by February 1st.
- r. Other duties as assigned.

II. Fundraising

- a. Collaborates with Executive Director and Center Managers on Campaigns, Banquet, Baby Bottles, GoFundMe, year-end ask with tax letter.

Minimum Qualifications:

- I. Values
 - a. Must be a committed Christian who demonstrates a personal relationship with Jesus Christ as Lord and Savior.
 - b. Exhibit strong commitment and dedication to the pro-life position and sexual purity.
 - c. Agree with and be willing to uphold the Commitment of Care and Competence, Core Values, Statement of Faith, and policies of Care Net Pregnancy Centers, NCW.
- II. Education and Experience
 - a. Associates Degree in business related field or equivalent work experience.
 - b. Minimum four (4) years proven work experience in business and financial management.

III. Skills and Abilities

- a. Must possess a thorough understanding of accounting processes including but not limited to Accounts Receivable, Accounts Payable, Payroll, Financial Statements, quarterly and year-end tax filings and all other Federal and State required forms.
- b. Must be proficient with Microsoft Windows (WORD and Excel)
- c. Must possess the ability and willingness to learn new accounting software systems.
- d. Good Interpersonal Skills
- e. Ability to carry out responsibilities with little or no supervision.

The Financial Manager will receive an annual evaluation by the Executive Director.

I have read and understand the Position Description for the position I hold at Care Net Pregnancy Centers, NCW. A copy of the Position Description has been given to me for my records. I acknowledge, understand and agree that:

- 1. It is to inform and assist me in the performance of my duties at Care Net Pregnancy Centers, NCW.
- 2. It does not constitute an employment contract with Care Net Pregnancy Centers, NCW.
- 3. It does not confer any rights for any employee.
- 4. It is subject to change at any time without prior notice.
- 5. It is the property of Care Net Pregnancy Centers.

I understand and agree that my employment with Care Net Pregnancy Centers, NCW is "at will" and may be terminated at any time, with or without cause, for any or no reason, and with or without prior notice.

Signature: _____ Date: _____

Original: Employee's Personnel File _____

Copy: To Employee _____

Copy: Position Descriptions File _____

