



Reaching Children through Christian Camping In India and Asia

MINISTRY POSITION: ACCOUNTING & FINANCE COORDINATOR
PART-TIME: 20-25 HRS/PER WEEK
FEBRUARY 2021

Summary

Our Finance & Accounting Coordinator manages the full-range of financial planning, governance, reporting and hands-on administration required to support our vision to reach the children of India and Asia with God's word, through Christian camping, leading to a personal relationship with Jesus Christ. As a critical friend within our small leadership team in Ephrata, this role also regularly partners with our overseas field offices. This friend's financial expertise and advice, focus on internal controls, and operational delivery will continue to strengthen our foundation of growth as we help children and their families see, know and experience Jesus Christ in a personal way.

Key Responsibilities

1. Review and present financial reports, including communication of monthly/annual financial statements, collating materials for all donor segments, and oversight of all financial, project/program and grants accounting.
2. Lead and direct the annual financial planning and budget process in partnership with the President, overseeing all component budgets and plans; monitor progress, changes and regular report-outs.
3. Lead the annual audit process, coordinating efforts across external auditors, LCMI team members and the Finance Committee of the Board of Directors; assess and implement recommended changes.
4. Provide insight to the President on financial and governance aspects of the ministry strategy including forecasting and proposal review; provide expert advice to the Board; proactively raise critical financial matters to the President; represent LCMI as needed to external parties on request of the President.
5. Maintain and deliver bookkeeping, reconciliations, payroll, filing, petty cash and all services and clerical operations needed to ensure the effective financial administration of the ministry.
6. Assist in monitoring effectiveness of accounting software and business systems.

Key Success Factors:

- **Technical Content Expertise** – education or formal expertise equivalent to an Associate’s Degree in Accounting or Business Administration; knowledge of bookkeeping and generally accepted accounting principles.
- **Technical Systems Expertise** – strong proficiency with Microsoft Excel and Office Products such as Word; knowledge of accounting and reporting software (working knowledge of QuickBooks strongly preferred).
- **Operational Effectiveness** – demonstrated ability in problem solving, prioritization, sound decision making, project management, multi-tasking, etc.
- **Interpersonal Strengths** – represents the ministry professionally in every manner and with every interaction; fully respecting this ministry’s unique needs for confidentiality and cultural sensitivity.
- **Servant Leadership** – leading with a heart of humility and service to others whether team members, volunteers, external stakeholders, i.e. Board members to children attending camp.
- **Missions Mindset** – demonstrating love in action as Christ has done; maintaining good stewardship of resources and people and displaying personal faith and enthusiastic commitment to the ministry.
- **Detailed focus** – maintaining integrity in the details with accuracy, whether financial/budget related, outcomes and reporting, regulations and governance, etc.
- **Flexibility** – willingness to operate in a small team with many shared responsibilities and dedication to finish the job which may require flexibility in working hours/schedule for critical deliverables as well as a ‘hands-on’ approach to delivering clerical and administrative tasks.

Physical Conditions

This position requires occasional standing, walking, and ability to lift 5 to 10 lbs., occasional reaching overhead, and the ability to see clearly. Position also requires frequent use of fingers, use of both-hands, speaking clearly, and hearing.

Other Details

This is a part-time paid ministry opportunity with 20-25 hours per week. Remuneration will be based on the experience and technical expertise. Generally, the pay will range from \$14 to \$16 per hour. Hours of work will be during regular business hours on Monday, Wednesday and Friday.