

LAHASH INTERNATIONAL



Job Title: Finance Director

Mission Statement: Lahash partners with African churches to holistically care for vulnerable children.

Vision Statement: Our vision is that all children in Africa know Jesus and thrive as they are loved by a flourishing global church.

Work Location: Portland, Oregon	Effective Date: Immediately
Reports to: Executive Director	Employment Status: Full Time (40 hrs.)
Salary: Raised through Personal Fundraising	

General Job Description:

The Lahash ***Finance Director*** is responsible for maintaining a sound, integrous, and stable financial system for Lahash International. This will involve supervising volunteers on the finance team, and performing essential functions each month including payroll, transferring funds internationally, bookkeeping, deposits, finance reports, managing the budget etc.

Essential Functions:

- **Personal Fundraising - 25%**
 - Establish and maintain a personal team of financial donors and prayer partners to support your ministry work
 - Write physical letter updates quarterly to your team, and thank you notes to those who support you.
 - Hold at least two personal presentations to your community annually (church, small group, other communities, etc.).
 - Reach 100% support and maintain that during employment.
- **Supervise the U.S. Lahash Finance Team - 10%**
 - Oversee a Portland-based team of 2-3 individuals that assist Lahash with financial operations
 - Lead a monthly meeting with the Lahash Finance Team.
- **Manage the Finance Operations at Lahash USA - 50%**
 - Maintain a financial system (reports, procedures, policies, and forms) that ensure Lahash has financial accountability
 - Protect assets by establishing, monitoring and enforcing internal controls
 - Assist Lahash's leadership in annual budgeting and planning
 - Oversee and monitor the data entry for revenues and expenses monthly
 - Analyze financial data and present financial reports to senior leadership
 - Support the Executive Director with Lahash's annual audit and external review
 - Oversee all financial projects including grant writing
 - Ensure payroll is completed each month
 - Prepare monthly financial statements

- Review bank reconciliations, statements, receipts, online donations and QuickBooks monthly
- Maintain the Lahash finance email daily
- Comply with federal, state and local legal requirements by studying existing and new legislation, anticipating future legislation, requirements and filing financial reports based on needs
- Protect operations by keeping financial information confidential and secure
- Work with the media team to create an annual report annually
- **Support the Finance Operations at Lahash East Africa - 10%**
 - When in East Africa visit Lahash partners to review financial policies, methods and procedures
 - Oversee annual trainings for East African partners on financial systems, and responsible money management
 - Work with the East African Director to collect financial reports from Lahash partners and conduct an annual audit for each of our partners
- **Community Participation - 5%**
 - Attend the monthly evening meal with the Portland community (held on Mondays)
 - Travel to East Africa once a year
 - Attend the Lahash East Africa Conference every two years — and assist with planning the event
 - Participate and assist with planning the annual U.S. staff retreat
 - Attend the monthly solitude days and various other spiritual and educational growth events for the Lahash team
 - Read six books a year for spiritual development

Knowledge, Skills and Abilities

- Bachelor's Degree, ideally with an MBA
- QuickBooks or similar software
- Proficient in Microsoft Office and Google software
- Passionate about the mission and vision of Lahash
- Budget development and maintenance
- Detail oriented and a team player
- Proactive in starting, and completing tasks
- Development and monitoring systems

Personal Attributes & Values

- Has a personal relationship with Jesus Christ
- Adheres to the Lahash Statement of Faith, ethics and morality in the Lahash Staff handbook
- Passionate about holistically caring for vulnerable children
- Filled with integrity, grace and pursues different spiritual disciplines

To connect with Lahash about this job opening please email us at: info@lahash.org