

# Lahash International



## *Job: 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.

<b>Work Location:</b> Portland, Oregon	<b>Effective Date:</b> Immediately
<b>Reports to:</b> Executive Director	<b>Employment Status:</b> Full Time (40 hrs.)
<b>Income:</b> Salary Raised through Support	

### **General Job Description:**

The Lahash *Finance Director* is responsible for maintaining a sound 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:**

- **Maintain a Partnership Team - 15%**
  - 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 – 20%**
  - Oversee a Portland-based team of 2-3 individuals that assist Lahash with financial operations
  - Oversee a monthly meeting with the Lahash Finance Team.
- **Manage the Finance Operations at Lahash USA - 30%**
  - 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
- 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 each year
- **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 audit for each of our partners
- **Lahash community participation - 25%**
  - 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 staff retreat
  - Attend and help coordinate 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](mailto:info@lahash.org)**