

Lahash International



Job: Finance Director

Mission Statement: Lahash partners with African churches and ministries 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.)
Income: 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 monthly functions, including payroll, international fund transfers, bookkeeping, deposits, finance reports, budget management, etc.

Essential Functions:

- **Maintain a Partnership Team - 15%**
 - Establish and maintain a personal team of financial donors and prayer partners to support your ministry work.
 - Write physical quarterly update letters to your team, and thank-you notes to those who support you.
 - Give at least 2 personal presentations to your community each year (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 who 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 ensures 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 monthly data entry for revenues and expenses.
 - 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 reports.
- Maintain the Lahash finance email daily.
- Comply with federal, state, and local legal requirements by studying existing and new legislation, anticipating future legislation and 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.
- **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 be responsible for money management.
 - Work with the East African Director to collect financial reports from Lahash partners and conduct an audit for each partner.
- **Lahash community participation - 25%**
 - Attend the monthly evening meal with the Lahash Portland community (held on a Monday).
 - Travel to East Africa once a year.
 - Attend the Lahash East Africa Conference every two years and assist with event planning.
 - 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 spiritual development books alongside the team.

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