



JOB DESCRIPTION

Position Title

Executive Finance
Administrator

Job Category

Operations

Direct Supervisor

President

1. Position Summary

The Executive Finance Administrator is responsible for the receipting, management, recording, and distribution of finances for all functions of Global Advance. This role includes duties related to gift processing and receipting, international partner funds disbursement, financial reporting and reconciliation, invoice management and bill payment, employee insurance and tenant lease management, as well as the ongoing optimization and implementation of best practices in financial administration.

The Executive Finance Administrator works closely with the President, executive team, CPA services, and outside vendors. This full-time 40-hour position requires a high level of integrity, reliability, professionalism, attention to detail, project management, self-discipline, organizational and problem solving skills. Candidates must possess strong analytical, communication, and math skills. They must have an understanding of legal and regulatory requirements at local, state, and federal levels, as well as auditing techniques to help ensure organizational compliance. Candidates should possess extensive proven knowledge in accounting principles through experience in a similar role. Computer proficiency for this position includes Microsoft Teams, QuickBooks, spreadsheets, word processing, reporting and donor software.

2. Principle Responsibilities

1. Process all weekly mail for scanning and filing, including donations, bank statements, bills, and other important records.
2. Administrate physical gift processing, including mail receipt, gift designation, funds scanning and deposit, donor software entry, and donor receipting.
3. Administrate online gift processing utilizing similar process as above.
4. Generate weekly gift listing for internal auditing, filing, and Executive Team distribution.
5. Update, maintain, and monitor all accounting records, including financial institution accounts, QuickBooks, donor management records, Microsoft Teams, and CPA sharefiles.
6. Daily review and update QuickBooks, processing according to appropriate organizational solicitation codes.
7. Receive, record, and process all wires for international funds distribution.
8. Receive, upload, and administrate the payment and filing of invoices utilizing Bill.com.
9. Reconcile and file staff credit card receipts and statements.
10. Regularly communicate with team members to ensure clarity and accuracy in funds processing.
11. Communicate with donors to update records, answer questions, and provide financial data as requested.
12. Administrate annual functions relating to finance, including the processing of year-end tax receipt letters, annual audit, 990 filing, and public 990 filing with ECFA.
13. Administrate employee insurance and 401k participation.
14. Invoice lease tenants as needed. Annually administrate lease agreement rates and terms for renewal.
15. Answer incoming phone calls, emails, and other communication as needed.
16. Work an agreed-upon hybrid in-office/remote schedule, attending necessary in-person meetings (including Monday all-staff meetings).

3. Additional Responsibilities *include but are not limited to:*

- Provide ongoing communication and reporting support to President and accounting service representatives.
- Provide workflow support through MS Outlook, MS Teams, QuickBooks, Donor Perfect, SharePoint, and other platforms related to financial processes.
- Administrate the coordination of mail receipt/delivery and bank deposits.
- Create new donor profiles in donor software as needed.
- Provide ongoing communicating with staff, donors, vendors, financial institution and billing representatives, and lease tenants as needed.
- Order select supplies that pertain to office operations.
- Assist in training Programs and Development Team members in financial processes and best practices as needed.
- Assist with developing and maintaining systems for sustainable growth.

4. Competencies Critical to This Position

- Uncompromising financial integrity and confidentiality
- Superior financial management skills and experience
- Excellent writing skills, including exceptional grammar
- Superior communication, both oral and written
- Ability to research and communicate details in written, verbal, and visual form
- Understands complexities of cross cultural partnerships
- Understands the priority of care for donor partnerships
- Proficiency in use of technology: Microsoft Office, QuickBooks, and Donor Management System
- Excellent EQ and team player who is able to encourage others and problem solve
- Willingness to take on new tasks and initiatives

5. Key Performance Measures

- Meet or exceed expectations in compliance with Executive Finance Administrator responsibilities.
- Successful implementation of financial administration and integrity with measurable and verifiable outcomes.
- Successful relationships with Global Advance staff, donors, and vendors.
- Development of metrics to ascertain key achievements and process optimization.
- Complete all work projects on time to meet created and agreed-to deadlines.

6. Required Skills and Job Complexity

Unique Skills and Knowledge	<ul style="list-style-type: none">• Detail-oriented in information and finance management• High relational equity with Global Advance partners• Proficiency in meeting deadlines and timelines• Knowledge of Global Advance vision, processes, and procedures• Ability to work in fast-paced and high-excellence ministry environment• High integrity and partner confidentiality• Ability to identify problems before they happen• Positive relational contribution to Global Advance office culture
Problem Solving and Decision Making	<ul style="list-style-type: none">• Present facts in an organized manner• Provide detailed description of possible solutions• Positive attitude and approach to problem solving• Arrive to meetings, events, etc. in timely, organized, and prepared manner• Proactive in presenting ideas for greater excellence and efficiency