



Reports to: Development & Communication Manager

Compensation: \$18.60-\$20.55/hr plus benefits*

Hours: Full-Time (40 hours/wk); minimum four days/wk in office with optional work from home one day/wk; some flexibility with specific hours; some nights and weekends required; *benefits include paid vacation, sick leave, holidays, and spiritual day; employer partially paid medical, dental, vision, and life insurance benefits.

Description:

Single Parent Provision (SPP) is seeking a mission driven professional eager to join the work God is doing through SPP to reach, serve, and champion single parent families throughout central Iowa. The Office & Finance Manager is important to the efficiency, culture, and care of our physical office, operations, and with the community as a whole. This position is also instrumental in ensuring the financial integrity and management of monetary and in-kind gifts given. The qualified candidate will be a highly relational individual who values people, has a high attention to detail, is experienced in effectively managing time and projects, thrives as a helper yet is successful at giving direction and taking initiative, and will be charged with executing the responsibilities below.

Responsibilities & Expectations:

- Office/Admin
 - Warmly greet and assist single parents, volunteers, and others from the community who reach out via phone, in-person, and email
 - Remain expectant of opportunities to connect single parents further into the SPP community and take action to do so
 - Successfully manage the following office operations and others as assigned:
 - General office needs including answering phone calls and responding to emails in a timely manner; regularly inventorying and ordering needed supplies; office cleaning and organizing; printing, mailing, and filing.
 - In-kind donations including the in-take, organization, inventory, and accuracy of the high volume of gifts given
 - Database and records ensuring all data is kept current, accurate, and complete
 - Office volunteer process including coordinating volunteers, tasks, and volunteer calendar; effectively communicating with staff to identify volunteer needs and upcoming opportunities; proactively securing volunteers for office help; serving as host and main point of contact for those volunteering within our office
 - Print and mailing needs included mail merges
- Finance
 - Process monetary and in-kind gifts given including recording one-time and ongoing gifts, making deposits, and initiating the thank you process.
 - Preparing monthly financial reports
 - Ensuring timeliness of payables and receivables

Qualifications & Skills:

- A mature Christ-follower committed to and active in living out a growing relationship with Jesus
- Commitment to reflect in the best possible light: single parent families; SPP; its staff and board; and its mission, vision, and values
- Office and finance management experience necessary
- Demonstrated ability to cultivate relationships with various people groups
- Strong communication skills both written and verbal as well as proficient with Microsoft Office
- Possesses a teachable heart willing to learn, be coached, and stay flexible
- Displays high levels of professionalism
- Effective at receiving and prioritizing steady inflow of information from various sources and at various times throughout any given day



SINGLE PARENT
PROVISION

Office & Finance Manager

- Strong time management, prioritization, and organization skills
- Has foresight to identify steps ahead and take action appropriately
- Thrives as a helper yet able to confidently give direction
- Self-starter able to work independently with limited direction and collaboratively with a team
- Must be in agreement with, sign, and abide by SPP's statement of faith

To Apply:

Qualified applicants should send 1) letter or email of interest including a description of their faith and 2) resume to employment@singleparentprovision.org. Interested parties are encouraged to apply as soon as possible. References (including two pastoral references) will be requested from those interviewed. Hire contingent upon cleared background check and completed confidentiality agreement.