



Position Title: Part-Time Finance Specialist

Purpose

Would you like to use your financial skills and experience to support a team that is engaging the Christian community to serve refugees? Are you organized and detail-oriented, with expertise in accounting or finance? If you answer yes, then this part-time position might be for you! Working 10-15 hours per week, the Finance Specialist oversees the financial and accounting activities of Exodus.

Duties and Responsibilities

1. Manage the financial and accounting activities of the organization:
 - Process accounts payable and receivable.
 - Verify, post and reconcile transactions.
 - Monitor cash flow needs.
 - Conduct banking activity.
 - Review and disburse reimbursements for expense reports.
 - Prepare monthly financial statements.
 - Provide financial data/reports as needed.
 - Prepare budget and track estimate-to-actual during the year.
 - Develop and oversee internal controls.
2. Manage and provide primary support for annual audit conducted by outside audit firm.
3. Complete corporate matching grant paperwork, foundation grant budgets, and grant reporting.

Knowledge, Skills, and Abilities

1. Commitment to Exodus World Service's Christian mission and values.
2. Minimum of 10 years' experience in accounting or finance. Non-profit experience preferred.
3. Trustworthy and able to handle sensitive and confidential information.
4. High level of organization, attention to detail, and analytical skills.
5. Demonstrated ability to work well independently and as part of a team.
6. Strong proficiency in Sage or similar financial software, Microsoft Office, Google Suite, and CRM database.

Education

Bachelor's degree in finance, accounting, or business administration. CPA strongly preferred.

Job Classification

Part-time, averaging 10-15 hours/week during business hours.

Salary Range:

\$27.00 - \$35.00 per hour.

**Location**

Job duties are performed primarily at the Exodus World Service office in Park Ridge, IL, with occasional flexibility to work remote as appropriate.

About Exodus World Service

Founded in 1988, Exodus World Service mobilizes the Christian community to welcome and befriend refugees. We do this by educating churches about refugee ministry, connecting volunteers with newly arriving refugees through practical service projects, and empowering people to be champions for refugees.

To Apply

Please send cover letter and resume to hr@exodusworldservice.org.