



## **Open Position: Finance Manager**

Forward Movement is seeking a part-time Finance Manager to join the team that delivers products and content to inspire disciples and empower evangelists. The Finance Manager will collaborate with Forward Movement staff to lead our financial management and operational success. This position reports to the Director of Business Operations and also interacts with the business operations team, our leadership team, and the Finance Committee of our Board of Directors.

We seek an effective leader and team member who can ensure that we are making use of best practices for our financial management. The ideal candidate will be detail oriented with a solutions-focused approach to challenges along the way. An entrepreneurial and playful spirit is essential.

### **Key Responsibilities and Tasks**

1. Maintains and manages financial data in QuickBooks and its flow from our ERP system.
2. Works in cooperation with the financial operations team, including accounts payable and accounts receivable. Ensures business processes are in line with appropriate regulations, accounting standards, and best practices.
3. Provides continual evaluation of financial processes and procedures. Responsible for suggesting methods to improve area operations, efficiency and service to both internal and external customers.
4. Monthly report creation, accounting entries, and reconciliations.
5. Writes monthly financial analysis and communicates.
6. Manages annual budget process.
7. Manages annual audit/review process.
8. Prepares and submits 1099-MISC, other 1099 tax forms, and the Form 990 for our non-profit subsidiary.
9. Oversees all aspects of royalty payments, including contracts, communication with content creators, and timely payments as specified.
10. Perform related work as required.

This is a half-time position with the potential to grow into full-time by mutual agreement. Work based in our Cincinnati office is strongly preferred, but we will consider ideal candidates for remote work. Some travel may be required. The successful applicant has a Bachelor's degree in finance, accounting, or relevant field, preferably with QuickBooks experience. CPA Certification a plus. Must be comfortable working in a faith-based environment. We also seek a general technical aptitude to learn new systems and to troubleshoot problems and hurdles. Working with strategic plans for the organization will

require existing knowledge of, or a willingness to learn and adapt to, the historical context and current needs of the Episcopal Church and the Christian faith.

Written and oral fluency in English is required. Fluency in a second language, especially Spanish, would be ideal.

Inspiring disciples and empowering evangelists worldwide every day since 1935, Forward Movement produces excellent, innovative resources to encourage spiritual growth in individuals and congregations. Our flagship offering is *Forward Day by Day*, a quarterly devotional with a circulation of 200,000. Forward Movement is a non-profit ministry of The Episcopal Church and is headquartered in Cincinnati, Ohio.

In its hiring and employment practices, Forward Movement does not discriminate based on race, color, ethnic origin, national origin, marital status, sex, sexual orientation, gender identity and expression, disabilities, or age.

Salary will be commensurate with experience. Benefits package provided according to policies.

Email resume and cover letter by March 31, 2025 to Ms. Tania Jones at [jobs@forwardmovement.org](mailto:jobs@forwardmovement.org).

**Forward Movement**  
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