



Open Position: Finance Manager

Forward Movement is seeking a full-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 Chief of Staff and Ministry Operations and works closely with the Director of Business Operations. This position also interacts with the 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. We are service focused and preparing for the future. Join us as we support this awesome ministry!

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.

Key Responsibilities and Tasks

- Maintains and manages financial data in QuickBooks and its flow from our ERP system, AdvantageCS.
- Works in cooperation with the business operations team to facilitate accounts payable, accounts receivable, and payroll transactions for approximately 25 employees and contractors.
- Ensures business processes are in line with appropriate regulations, accounting standards, and best practices.
- Provides continual evaluation of financial processes and procedures, including suggesting methods to improve area operations, efficiency, and service to both internal and external customers.
- Creates monthly financial reports, accounting entries, and reconciliations; communicates effectively with staff and board about financial progress.
- Manages a \$3M annual budget process and coordinates the biannual audit and review process with an outside firm.
- Prepares and submits 1099-MISC, other 1099 forms, and all other tax forms.

- Oversees all aspects of royalty payments and statements for approximately 50 contracts.
- Performs related work as required.

This is a full-time position, though we would consider highly qualified candidates who prefer part-time work. Work based in our Cincinnati office is strongly preferred; 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 a 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. The most compelling candidate will be proactive in analysis and review, with a keen eye towards improvements and efficiencies. 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.

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

Position is offered at a \$75,000 salary. Standard 9% lay pension contribution, health insurance, generous vacation policy, and further benefits provided according to policies.

Email resume and cover letter by June 30, 2026 to Ms. Tania Jones at tjones@forwardmovement.org.

Forward Movement
412 Sycamore Street
Cincinnati, OH 45202 USA
forwardmovement.org