

## **PR Finance Manager Job description**

Finance Manager

### **Reports To**

The Finance Manager will report to the Director of Operations.

### **Job Overview**

In close coordination with the Director of Operations and at her direction, the Finance Manager assists with planning, development, and execution of Planting Roots financial plan. Works cooperatively with all members of Operations Team including Deputy, Strategic Plans, Human Resources, and Compliance Managers.

### **Responsibilities and Duties**

#### **A. General Responsibilities**

1. Attend all Operations Team Meetings, including submitting a team report, hours logged, resources produced, and funding needs and used.
2. As directed by the Director of Operations, provides advice and assistance to cross-team collaboration in support of Planting Roots mission and goals.
3. Support the vision and mission of Planting Roots
4. Assist with fundraising both for personal expenses related to Planting Roots and for the larger Organization

#### **B. Job-specific Responsibilities,**

1. At the direction of the Director of Operations, develops and coordinates financial plans.
2. Works closely with and provides guidance to bookkeeper(s).
3. Approves purchases and makes payment through debit card or check.
4. Prepares monthly report of financial team work, hours logged, resources produced, events planned and executed, as well as funding used and required for Operations Team.
5. Assists in the development and training of Operations Team Staff.

### **Qualifications**

- Time Commitment: 10-80 hours per month, averaging approximately thirty hours monthly, minimum three-year commitment preferred.
- Financial Commitment: Attend all conferences. Attend Staff Retreat every other year as possible.
- Faith: Must be a Christian military woman with a growing walk with the Lord.
- Experience: Planning, organizing, and executing budgets; experience working with teams of three or more individuals including organizing and planning timelines. Must have experience with QuickBooks. Works well with a team, especially in a remote capacity. Experience in organizing data and using google drive. Willing to work with a variety of personalities and maintain contact with staff in remote locations.