

Finance Manager for Mobile Member Care Team International

General to all MMCT Staff

Personal Traits

- Good interpersonal relationships
- Good health
- Mature spiritual character, experienced in spiritual warfare
- Emotional and spiritual hardiness
- Able to work with people from different theological and personal backgrounds

Attitudes

- Team player
- Service

Support

- Full financial support for personal needs
- Possible stipend, pending funding

Specific to International Finance Manager

Training/Experience *(some can be gained once on site)*

- Finance management
- Develop and manage budgets
- Organization of finance procedures - bookkeeping, filing, reports, etc.
- Computer skills - Quick Books, email, Skype, Microsoft WORD, Excel, PPT

Primary Activities as the MMCT International Finance Manager

- Develop and manage budgets with each team (currently three)
- Manage funds and bank accounts
- Organize financial procedures: bookkeeping, filing, reports, etc.
- Oversee end of month finances for each team
- Ensure legal compliance related to incorporation as a non-profit in Virginia
- Complete tax returns as required by the IRS
- Ensure compliance with MMCT finance policies as developed by the Board
- Send quarterly reports for all Accounts to the International Coordinator and the Finance Audit Committee of the Board

Additional Factors

- Comfortable working independently and communicating virtually when other international staff are traveling
- Can work at home. Present at office as needed, (possibly once a week, depending on others' travel)
- Office location: Midlothian, VA 23112