



# JOB DESCRIPTION

Finance Manager

**START:** August 1, 2026, or first availability after that date

**LOCATION:** The primary location of work will be performed at the EMM office at 450 N Prince St. It may also require local travel to the bank to make deposits.

**AUTHORITY (COLLABORATIVE, SERVING LEADERSHIP):**

- The Finance Manager functions with authority from the Finance Director.
- The Finance Manager is authorized to transfer amounts between bank accounts.
- The Finance Manager is authorized to sign checks and initiate wire transfers.

**RESOURCES FOR THE JOB**

Resources delegated to the Finance Manager include:

1. Personal compensation and benefits package: FTE: 100 % Level: 7
2. Budgeted amounts for Finance team tasks and services.
3. Additional training as needed.

**LIMITATIONS OF AUTHORITY**

The limitations of authority for the Finance Manager are determined by:

1. applicable civil laws - except those in contradiction to the Gospel
2. executive limitations policies (Cf: Board Policy Manual)
3. Central Administrative Office (CAO) employee handbook and all worker information manuals
4. the organization's strategic plans and priorities
5. limitations specific to the Finance Manager position (departmental budget limitations)

**RESPONSIBILITY (OVERVIEW)**

The primary responsibility of the Finance Manager is to serve as the secondary operational contact for the day-to-day operations of the finance team. The Finance Manager may serve as the primary employee in areas delegated by the Finance Director such as accounting related to long-term and short-term worker financial reporting. This person will have a broad understanding of the various roles within the Finance team and be able to fill in for absences of Finance team members as needed.

In addition, the Finance Manager may give oversight to other Finance team members in their roles as determined by the Finance Director.

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The information in this job description is intended to illustrate responsibilities and pertinent qualities for the assignment. This position description does not imply a contract.

**KEY**

**E = Essential functions** — Key components of the job; what an individual needs to do to fulfill the requirements of the position.

**O = Other functions** — Job functions that others can do; areas where there is greater possibility of making reasonable accommodation (as per ADA).

## AREAS OF RESPONSIBILITY

1. Along with the Finance Director, design, implement, and evaluate overall financial strategy, ensuring it represents EMM's priorities and visions and meets regulatory standards. E
2. Serve as the primary point person to manage or oversee finances and financial reporting for long-term and short-term workers. E
3. Develop and update tracking income, expenses, and reporting to other items related to overseas workers and projects. E
4. Give oversight to receipt operations, reports to MST financial coordinators, donors, partners. E
5. Assist in overseeing accounting services for most office and corporate transactions. E
6. Serve as financial backup for management of self-funded medical plans. E
7. Provide financial management in co-ordination with the Finance Director as secondary operational authority within the Finance team. E
8. Assist in preparation for audit of EMM records. E
9. Serve as relief operator to various roles within the Finance team including short-periods for the Finance Director. E
10. Maintain organization-wide financial standards including training workers in financial reporting and monitoring handbook communication of such standards. E
11. Other duties as requested by the Finance Director. E
12. When budget priorities allow: travel at least once every two years to a field location, building relationships, and conducting an internal audit OR attending training such as Missio Nexus financial track. E

## EXPECTATIONS OF RESPONSIBILITY

The expectations of the responsibility of the Finance Manager are expressed above along with the organization's strategic plans, priorities and goals (reviewed annually with the supervisor), and the operating and financial budget.

The Finance Manager is expected to display the organizational values expressed in *Christ's Transforming Love* of obedience, well-being, and multiplication as well as the relationship values of affirmation, involvement, and servant leadership with CAO staff, with volunteers, with program participants, with partner churches, and with other stakeholders.

### A. MINISTRY COMMITMENTS

- Attendance at weekly chapel. E
- Participation in team devotions/prayer times. E
- Displaying a Christ-centered life. E
- Commitment to integrate prayer into normal day-to-day work responsibilities. E
- Attendance at prayer and fasting/feasting and celebrating days. E
- All staff who are 50% FTE or more will participate in the two week Launch training within two years of employment (preferably during the first year). E

### B. CHURCH AFFILIATION

- Active member in a Christ-centered, mission-minded congregation with a preference for Anabaptist communities. E

### **C. ATTENDANCE AT EVENTS**

- Attend EMM corporate events and at least one session of the LMC Assembly. E

### **D. TRAVEL**

- Travel for this position includes occasional local travel. E
- This position requires a current driver's license and good driving record. O
- When budget priorities allow: travel at least once every two years to a field location, building relationships, and conducting an internal audit OR attending training such as Missio Nexus financial track. E

### **E. PHYSICAL**

- This person should be able to lift and transport 25 pounds for short distances. E
- This position requires that a person have sight and hearing. E

## **ACCOUNTABILITY**

### **A. SUPERVISION/ACCOUNTABILITY**

- The Finance Manager will be supervised by and accountable to the Finance Director for performance and for compliance with the limitations of authority and expectations of responsibility.
- Accountability is mutual; the Finance Director is accountable to the Finance Manager for providing the authorization, resources, affirmation, involvement, and servant leadership required for the successful realization of the Finance Manager's responsibilities.
- The Finance Manager will supervise others in the team as delegated by the Finance Director: The supervision will involve monitoring workload, assigning tasks, and giving deadlines for completing assignments. The Finance Manager will assist the Finance Director in answering tactical questions in areas such as insurance, depreciation and tracking of assets, medical plan tracking for both domestic and international plans, tax forms, organizational receipt coding and other payables and accounting matters.

### **B. WORKING RELATIONSHIPS**

- a. This person will be part of the Finance Team and will be working with others in the Finance team as well as fellow employees, clients, constituency, overseas missionaries, lawyers, and banks.
- b. Teams this person is a part of:
  - i. As determined in co-ordination with the Finance Director.

## **QUALIFICATIONS**

### **A. JOB EXPERIENCE**

- This position requires two to three years of experience in accounting. E
- Knowledge of and experience with Excel and accounting software. E
- Knowledge of and experience with Microsoft Office and Google docs. O
- Moderate level of knowledge and experience with writing and interpreting financial formulas and coding. E

### **B. EDUCATION**

- This position requires a college degree in a finance field such as accounting, business administration or equivalent experience in training. E

**C. LANGUAGE SKILLS**

- This position requires fluency in speaking, writing, and reading English. E
- Fluency in speaking, writing, and reading in Spanish is preferred. O

**D. CROSS-CULTURAL EXPERIENCE**

- This position prefers six months to two years' experience in another country/culture or extensive travel. O

**E. PERSONALITY AND PERSONAL STRENGTHS**

- Analytical - Ability to identify, diagnose, and correct problems in financial systems and accounting software applications. E
- Capacity to care for details and implementation. E
- Ability to work independently but also meet team goals and deadlines. E
- Effective communicator with good verbal, written, and listening skills. E
- Pleasant telephone manner. E
- Secretarial skills including typing, filing, etc. E

**F. OTHER**

- A standard work week consists of 40 hours. Overtime may be required at the end of the financial year and may occasionally be requested at other times.