**Financial Manager Job Description**

For: Women’s Life Care Center, serving Saint Paul, MN and northern suburbs

Employment Type: approximately 20 hours per week, with the option to split time between in-office and remote work

**Who We Are**

The Women’s Life Care Center exists to promote the sanctity of human life, born and unborn, through the provision of abortion alternative services that empower mothers to choose life. Our vision is a community where all parents embrace the value of human life and rise to meet the challenges of pregnancy and parenthood.

**Position Summary & Essential Functions:**

While working within the guidelines, policies and mission of the organization, the Financial Manager will assist in managing day-to-accounting and financial needs of our non-profit organization. Candidates must have exceptional accuracy, accounting and organizational skills; must handle financial duties confidentially, be able to multi-task and meet sensitive deadlines; and must be able to communicate clearly. Applicant must be dedicated to the pro-life mission, vision and all policies of WLCC and our affiliate, Elevate Life.

**Areas of Management and/or Support based on WLCC Capability Model:** Financial Management Portfolio:

* Record and Manage Expenses/Pay Bills
* Record and Manage Income
* Record and Manage Fundraiser Financials
* Manage Donor Data Base/Oversee Donor Acknowledgement
* Run Payroll/Manage Time &amp; Attendance/provide HR Assistance
* Taxes – Prep 990; File 1099’s
* Budget Facilitation and Management
* Prepare Financial Reports for monthly board meetings
* Miscellaneous duties

**Qualifications**

* Proficiency in online QuickBooks
* Proficiency with Microsoft Office and Excel
* Excellent verbal and written communication skills
* Strong organizational, problem-solving, and analytical skills; ability to manage priorities and workflow
* Strong mathematical skills
* Strong interpersonal skills
* Ability to deal effectively with a diversity of individuals at all organizational levels
* Nonprofit experience a plus but not required