



## Role: Finance Manager

Reformation Heritage Books is a nonprofit organization that produces and distributes the very best reformed and experiential resources. We are looking for a highly talented and motivated individual to join our management team as we continue to expand our growing ministry.

The role will include the following:

- Accounts receivable, accounts payable, and banking reconciliation
- Budgeting and Management Analytics Reporting
- Financial Oversight
  - o Monitoring day to day financial operations
  - o Royalty Management
  - o Legal compliance (including rules on donations management from different states and countries).
  - o Tax requirements for selling in different states and countries.
  - o Inventory accounting, margin analysis and cost of goods sold
  - o Restricted and unrestricted donations management tracking and reporting.
  - o Non-profit procedural and compliance expertise
  - o Insurance policies
- Monthly financial report preparation and closing
- Potential supervision of accounting staff person (when required)
- Managing donated assets for safety and better interest earnings.
- Payroll Administration
- Audit preparation and management, understanding of GAAP
- Board meeting preparation
- Assistance with strategic planning?
- End of year reporting (990s, 1099s, etc)

Knowledge of Quickbooks and Square would be a distinct advantage.

5-10 year experience in finance or accounting – nonprofit accounting experience desired.

If this prospect is exciting to you, please send your resume and covering letter telling us why you fit the requirements, and how you will contribute to David Woollin ([david.woollin@heritagebooks.org](mailto:david.woollin@heritagebooks.org)).

This role is necessarily expected to be onsite in Grand Rapids, Michigan (though some remote working may be possible on occasion), and will come with an attractive salary and benefits.

We look forward to hearing from you.