



# Finance Manager

**Woman to Woman Pregnancy Resource Center (W2W)** is seeking a detail-oriented Finance Manager to support our mission-driven organization. This position supports W2W's mission of providing resources, education, and unconditional love to one person or family at a time and empowering individuals to make wise life choices that can have a profound impact on the world.

## About the Role

The Finance Manager serves as the internal point of contact between the organization and the external bookkeeping service. This role is responsible to ensure accurate, timely and complete transmission of financial documentation, approvals and payroll inputs, while maintaining internal financial controls and audit ready records. This position does not maintain the official accounting books but supports financial operations and compliance. This role ensures the integrity of financial systems, compliance with regulations, effective resource management, and organizational efficiency. The position supports the CEO and Board of Directors with financial reporting; as well as contributes to development, fundraising, and special events. The employee will also serve as payroll and vendor accounts administrator.

## Key Responsibilities

### Financial Management

- Serve as primary contact for external bookkeeping service
- Submit invoices, receipts, deposits and expense documentation
- Ensure transactions include proper coding and program allocations
- Track missing receipts and outstanding documentation
- Maintain financial calendar and submission deadlines
- Maintain accurate records and proper receipting/donor acknowledgement
- Ensure compliance with federal and state laws, submit filings and reports timely

### Accounts Payable Support

- Collect and review vendor invoices
- Route invoices for approval and submit invoices to bookkeeping service
- Manage systems: vendor, purchasing, postage meter, keys

### Payroll Coordination

- Collect timesheets and PTO records
- Verify accuracy and supervisor approval
- Submit payroll data, track payroll change forms

### Deposit and Revenue Tracking

- Log incoming checks and cash, prepare deposit, and submit documentation to bookkeeper



- Maintain donor/payment backup records

### **Internal Controls**

- Flag unusual transaction to CEO
- Verify approvals are present, maintain organized documentation, prepare audit support files, maintain vendor W-9 and contract files
- Other duties as assigned by the CEO

## **Qualifications**

### **Required:**

- 3+ years accounts payable and payroll experience with proven success in recordkeeping and financial management
- Strong knowledge of submitting invoices, receipts, deposits and expense documentation
- Strong understanding of revenue tracking, internal controls, administration and documentation
- Excellent interpersonal and relationship-building skills
- Ability to lift 25 pounds and work in an office environment
- Valid driver's license with insurance
- Committed Christian faith; agreement with W2W's Statement of Principle and Faith
- Pro-life position alignment

**Physical Requirements:** Standing, walking, lifting up to 25 lbs.; standard use of office equipment

**Schedule:** May include occasional late nights, weekends, and special events

**Salary:** \$17 hourly

## **Why Join Us?**

Make a difference and live out your Christian faith while building your career. Your ministry in this setting directly supports families in our community while developing valuable leadership and business management skills.

**To Apply:** Complete our online application: <https://friendsofdentonprc.org/employment-application/>.