



Finance Coordinator Job Description

Posting for the Job

Woman to Woman seeks a detail-oriented, mission-driven part-time Finance Coordinator to support our financial operations. The role involves managing documentation, payroll, vendor coordination, donor records, and audit files. Ideal Candidates will have experience in QuickBooks and Excel. Ideal for a committed Christian who values integrity, accountability, and teamwork, and wants to make a meaningful impact through a life-affirming ministry.

Principle Functions

The Finance Coordinator serves as the internal point of contact between the organization and the external bookkeeping service. This role is responsible for coordinating the accurate, timely, and complete transmission of financial documentation, approvals, and payroll inputs, while maintaining organized records and supporting internal financial controls. This position does not maintain the official accounting books but provides essential administrative and operational support for financial processes, compliance, and audit readiness. The role supports the CEO and Board of Directors in preparing financial reports and assists with payroll, vendor administration, development support, fundraising activities, and special events as assigned.

Supervisor: Chief Executive Officer

Supervises: None

Status: Part-Time Hourly

Qualifications

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as their Savior and Lord.
- Attends faithfully at a local church.
- Acts as a minister of the gospel of Christ.
- Exhibits a strong commitment and dedication to the pro-life position.
- Agrees with and is willing to uphold the W2W Statement of Principle, Statement of Faith, core values, and policies and procedures.
- Strong administrative and documentation skills
- High attention to detail
- Comfort working with financial records
- Experience with payroll/timekeeping systems preferred
- Nonprofit experience preferred
- Ability to maintain confidentiality
- Commitment to the mission and values of W2W.



Physical Requirements

- Ability to communicate (talking, hearing, and seeing).
- Sitting, standing and walking.
- Able to lift and carry up to 50 pounds and maintain physical condition given an office environment.
- Possess a valid Class “C” or better driver’s licenses and maintain minimum vehicle liability insurance coverage.
- Must have ability to successfully complete a post-offer drug test and criminal history check and other appropriate testing and requirements.

Work Conditions

- This position operates in a professional office environment and requires regular use of standard office equipment. Occasional evening or weekend work may be required during peak periods or for special events.
- Exposed to computer screens.
- Some work is performed outdoors with exposure to all weather conditions, traffic, vibrations, noise, slippery or uneven surfaces and dust.

Required Expectations

- No profanity.
- Punctual and adherence to work schedule.
- Special event work.
- Organization and follow-through.
- Clear communication
- Deadline management
- Spreadsheet and document management
- Financial accuracy mindset
- Communicate special circumstances regarding assigned tasks.
- Commitment to and demonstration of core values in daily work.
 - Integrity
 - Accountability
 - Commitment
 - Teamwork

Duties & Responsibilities

Financial Management

- Serve as primary contact for external bookkeeping service
- Submit invoices, receipts, deposits, and expense documentation
- Ensure all transactions include proper coding and program allocation
- Track outstanding documentation and missing receipts
- Respond to bookkeeper questions and clarification requests
- Maintain financial document calendar and submission deadlines



- Maintain accurate records of donations, grants, and other funding sources; ensure proper receipting and donor acknowledgment.
- Ensure financial operations comply with federal and state laws; submit required filings and reports in a timely manner.

Accounts Payable Support

- Collect and review vendor invoices
- Confirm budget line and program coding
- Route invoices for approval
- Submit approved invoices to the bookkeeping service
- Track payment status
- Manage organizational systems, including vendor management, purchasing, postage meter management, and key maintenance.

Payroll Coordination

- Collect timesheets and PTO records
- Verify completeness and supervisor approval
- Submit payroll data to the bookkeeping service/payroll processor
- Track payroll change forms (new hires, pay changes, stipends)

Deposit & Revenue Tracking

- Log incoming checks and cash receipts
- Prepare deposit documentation
- Submit deposit records to the bookkeeper
- Maintain donor/payment backup records

Recordkeeping

- Maintain organized digital and/or paper files
- Retain supporting documentation for all transactions
- Prepare audit support files upon request
- Maintain vendor W-9 and contract files

Internal Controls

- Verify approvals are present before submission
- Ensure segregation of duties is followed
- Flag unusual transactions to CEO
- Do not alter accounting records directly
- Do not approve own expenses
- Perform other duties as assigned by the CEO



Last Modified: February 16, 2025
Prepared By: Dr. Ashley Graves, CEO
Approved By: Dr. Ashley Graves, CEO

Employee Acknowledgement

I have read and understand the Job Description for the position I hold at Woman to Woman (W2W). A copy of the Job Description has been given to me for my records. I acknowledge, understand and agree that:

1. It is to inform and assist me in the performance of my duties at W2W.
2. It does not constitute an employment contract with W2W.
3. It does not confer any rights to any employee.
4. It is subject to change at any time without prior notice.
5. It is the property of W2W.

I understand and agree that my employment with W2W is “at will” and may be terminated at any time, with or without cause, for any or no reason, and with or without prior notice.

Signature: _____ **Date:** _____

Original: Employee’s Personnel File **Copy:** To Employee **Copy:** Job Description File