



January 2021

Organization Description

GOEX is the primary job creation initiative of The Global Orphan Project, a Kansas City based non-profit caring for kids & families in crisis world-wide. GOEX is a fair trade apparel company with a manufacturing facility in Haiti providing fair-wage jobs. Kansas City is home to management staff, warehousing and a screen print shop.

Position Description

JOB TITLE: *Finance Manager*

REPORTS TO: Executive Director

SUMMARY: Position is responsible for the management of the financial, operational and reporting aspects of the Kansas City based GOEX and Haiti based Life SA businesses. Provides organizational leadership and direction in the areas of: expense control, accounting, purchasing, operations and fiscal budgeting.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Cash Flow Management:
 - Cash flow projections for all business segments
 - Credit management – establish customer credit limits & approvals
 - AR Collections – monitor receivables, credit limits and aging reports
 - Establish weekly payables schedule
 - Negotiate terms from vendors and suppliers
- Accounting
 - Reconciliation and consolidation of inter-company / international accounts
 - Payroll management including sales commission calculations
 - Various month end duties to ensure financial accuracy and timely distribution monthly, quarterly, and annual financials
- Financial Reporting
 - Financial statement preparation and analysis, ensuring statements are timely, accurate and GAAP compliant
 - Coordinate the provision of information to external auditors for the annual audit
 - Comply with local, state, and federal government reporting requirements and tax filings

- Budgeting
 - Partner in annual fiscal budgeting process for domestic and international entities
 - Report accurate results vs established forecasts with monthly financial reports
- Inventory Management:
 - Handle purchasing of component materials including forecasting, cash flow and order submission
 - Ensure goods are processed and tracked accurately within the ERP
 - Coordinate and oversee annual inventory and cycle counts to maintain accurate records
 - Manage the order and invoicing processes checking for accuracy in inventory and in financial reporting
- Dotted line responsibilities:
 - Review integrations with finance software
 - Perform HR functions including benefits administration and pay scale reviews

KEY SUCCESS INDICATORS/ATTRIBUTES:

- Familiarity with QuickBooks preferred
- Experience in the corporate/for-profit accounting/finance sector preferred; retail or manufacturing history ideal
- A desire to learn and grow with our company
- Ability to multi-task, reaching into operational, technology and integrations within GOEX.
- Strong attention to detail
- Highly analytical and robust problem-solving skills
- The ability to communicate effectively in written and oral communications
- Diligent and able to complete tasks in a timely fashion
- Excellent interpersonal skills and exhibits confidence in interacting with upper management and international colleagues
- Maintains courteous, professional and effective relationships with associates at all levels of the organization
- Able to adapt quickly to change and to function in a fast-paced, start-up environment
- Possess strong time management and organizational skills
- Commitment and adherence to GOEX mission and values