



**POSITION:** Finance Manager - Ministry  
**REPORTS TO:** Senior Director of Finance, The Global Orphan Project  
**STATUS:** Full-time exempt  
**LOCATION:** Headquarter office, Kansas City, MO

**DESCRIPTION:**

The Global Orphan Project, a Kansas City-based non-profit, is looking for a Finance Manager to provide financial leadership over GO Project's ministry platform, CarePortal. CarePortal supports an interdenominational network of Churches, businesses, people who care, and child serving agencies for the good of children and families in crisis in their community. The right candidate is a proven, productive, detail-oriented finance professional who can take responsibility for the health of all day-to-day financial operations of CarePortal's platform and field implementation. This includes responsibility for invoicing, receivables, payables, reporting, financial projections, modeling, and other duties as assigned. This position is part of a growing ministry services team reporting to The Global Orphan Project Senior Director of Finance. This individual will expand our financial services and reporting for this innovative and rapidly growing initiative.

This is a full-time position and, therefore, qualifies for participation in GO Project benefits, which include health insurance and 401K. Salary is commensurate with relevant skills and experience.

**DUTIES AND RESPONSIBILITIES (including but not limited to)**

- Originate and maintain CarePortal subscription fee contracts
- Invoice agencies and implementing partners who are using CarePortal
- Manage the AR and AP processes for the CarePortal GMS team and the domestic ministry team
- Train new CarePortal team members on financial processes and expectations
- Produce, track, and analyze dashboard and other financial/operational reports as requested
- Recommend process improvements, based on financial data, to advance the ministry
- Document the financial process, AR/AP, and reporting components
- Coordinate with other finance stakeholders including development, major donors, and field partners to keep them informed and to serve as liaison between the home office and the field
- Keep abreast of new trends, technologies, and best practices in finance management

**SKILLS AND QUALIFICATIONS:**

- Previous working experience in finance or accounting. 2-5 years preferred
- BS/MS degree in accounting, finance, or similar relevant field experience
- Proficient with QuickBooks online, MS Office, internet research, and ability to learn new programs and systems
- Must understand financial statements and basic business processes
- Relationally connected and committed to follow through
- Self-starter, and problem-solver able to work independently to produce finished

- products that would stand up under audit
- Understanding of Sales Force, QuickBooks, and e-marketing platforms a plus
  - Personal and professional integrity with unwavering respect for co-workers and our organization's stakeholders

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The above description is not intended to be comprehensive, but rather a focused list of top priorities. This role, like the non-profit ministry, can be demanding. That said, success provides the unique opportunity to not only build a career, but also bring much-needed support and care to local children and families in crisis in Kansas City and around the world. Most importantly, Finance Manager, like all GO Project members, is expected to live and work consistent with GO Project's vision, mission, and values.

The Global Orphan Project is a 501c3 non-profit located at 3161 Wyandotte, Kansas City, MO 64111. GO Project associates are at-will employees.

For consideration, email your resume, references, and cover letter to: [careers@goproject.org](mailto:careers@goproject.org)

[www.goproject.org](http://www.goproject.org) [www.careportal.org](http://www.careportal.org)

