

Lamplighter Ministries International, Inc.

23 State St.
Mt. Morris, NY 14510
570 585 1314
www.lamplighter.net

Please send resume with cover letter to: mark@lamplighter.net

**BRIEF SUMMARY OF RESPONSIBILITIES FOR THE POSITION
OF FINANCE MANAGER**

Lamplighter Ministries is looking for someone who can manage all of the financial functions of the organization. It is important that the finance manager have a good understanding of accounting principles and the Lamplighter mission, vision, and services.

KEY RESPONSIBILITIES

- Accounts payable
- Accounts receivable
- Manage multiple credit cards, banking, loan reconciliations
- Monthly closing of books
- Payroll
- Profitability/margin reports
- Communicate with CPA liaison
- Sales and quarterly taxes
- 1099's, W2's, donor receipts

REQUIRED SKILLS

- Highly detailed record management
- Quickbooks desktop expertise
- MS Office/Google Docs experience
- Organizational skills

EXPERIENCE

- Educational qualifications: Masters degree preferred but not required
- Several years of varied professional experience, productivity, and measured results
- A strong personal testimony and blameless walk with the Lord

THEOLOGICAL ESSENTIALS

I Corinthians 4:2 – *Moreover it is required in stewards, that a man be found faithful.*
Proverbs 22:29 – *Show me a man diligent in his work and he will stand before kings, not before obscure men.*

The leadership of Lamplighter Ministries must be Word governed (Josh 1:8,9; Psalm 1; 1 Corinthians 10:5,6). Each branch, goal, and decision is governed by the Word of God and lived out by faith (Hebrews 4:2).

Here at Lamplighter we believe that man does not live by bread alone, but by every word that proceeds out of the mouth of God. Malachi 4:6; Luke 1:17; Exodus chapters 33-36; Proverbs 22:29; 2 Peter 1; 2 Timothy 2; Hebrews 4:2, 5:11-14; 2 Corinthians 9:6-15; 10:4-6