



JOB DESCRIPTION

JOB TITLE:	Finance Specialist of Hope Road Counseling
REPORTING TO:	Finance Manager
JOB PURPOSE:	The Finance Specialist will provide general financial and accounting assistance to Hope Road Counseling through a combination of administrative and financial support in areas such as accounts receivable, accounts payable, posting payments, deposits, and partnership reporting. The scope and nature of these functions require well-versed accounting and financial practices and procedures.
Last Revised:	April 2025
JOB DETAILS:	
STATUS:	Non-Exempt / Full-time / Hourly
OFFICE HOURS:	Monday-Friday, weeknights as needed, 40 hrs/week
EDUCATION:	Possess a BS or BA degree from an accredited college or university preferably in a finance or accounting field of study, or in lieu of degree, 5+ years of relevant experience.
SUPERVISOR	
RESPONSIBILITIES:	None
CHURCH	
MEMBERSHIP:	Preferred

PRINCIPAL RESPONSIBILITIES

- Process weekly deposits to be reviewed and delivered to the Finance Office of the church
- Setup approved financial aid recipients, HERO Scholarship recipients, and Church Partner recipients in TherapyNotes.
- Manage accounts receivable (invoicing, billing, client payments, and collection)
- Process third party transfer reports and appropriate statements for mailing.
- Post monthly transfer reports to client accounts and process appropriate statements for mailing.
- Prepare monthly financial reports for Executive Director.
- Prepare monthly invoices/reports for Church Partners and Community Partners.
- Enter accounts payable into financial software for Executive Director
- Coordinate Financial Assistance Agreements with third party payers
- Monitor petty cash
- Crosstrain with Front Desk Schedulers

COMPETENCIES

- Vibrant and growing relationship with Christ
- Genuinely warm, caring, enthusiastic & patient attitude with servant heart
- Demonstrates relational and compassionate leadership
- Agrees to the standards of behavior outlined in the MBC Personal Conduct Policy and all other provisions of the MBC Employee Handbook.

- In agreement with the Church's Statement of Faith
- Understand and Maintain HIPAA compliance regulations for privacy practices.

JOB KNOWLEDGE & SKILLS

- Familiarity with bookkeeping and basic accounting procedures
- Working knowledge of Outlook, MS Office and proficient at learning software systems.
- Hands-on experience with spreadsheets and financial reports
- Self-motivated and self-directed with strong prioritization and data entry skills with accurate and precise attention to detail
- Strong aptitude for numbers, spreadsheets, and financial reports
- Strong interpersonal skills such as ability to communicate with various ministries and leadership while maintaining confidentiality.

JOB SPECIFICATIONS

Environmental & Physical Demands

- Able to sit most of the day.
- Ability and flexibility to work long hours
- Occasional: standing, bending, twisting, stooping, squatting, kneeling, and climbing stairs
- Lifting 5-25 pounds
- Noise level – quiet to moderate noise

Travel

- Possible travel to church campus
- Possible travel to education conferences

To apply, send a resume by email to employment@mobblerly.org.