

Nazarene Compassionate Ministries, Inc.

Job Description

Job Title: Project Finance Coordinator
Reports To: Finance and Operations Manager
Date prepared: August 1, 2023

Summary

The Project Finance Coordinator will serve as a liaison between NCM programs and finance. This person will be responsible for overseeing the funding of NCM projects, their budgets, and financial reporting. This position works closely with the International Program Coordinator in equipping regional NCM coordinators and other regional NCM staff in the areas of project budgeting and financial management.

Duties and Responsibilities

- Ensures compliance with Global Missions and Church of the Nazarene finance and accounting guidelines in all NCM projects
- Reviews and approves NCM project budgets to ensure accuracy
- Organizes project budgets and requests into NCM's project management system, Eleos
- Ensures accuracy and timeliness of all project finance information contained in Eleos
- Develops and implements project finance reporting requirements
- Develops and trains on the use of project finance reporting templates
- Reviews submitted finance reports, providing additional guidance as needed
- Identifies and escalates observed red flags in project finance
- Works closely with project leaders before, during, and after project completion to ensure accurate financial reporting
- Coordinates project funding disbursements, working closely with the International Program Coordinator and Finance Manager
- Submits monthly project funding allocations into the accounting system
- Monitors regional and field account balances and activity related to NCM
- Ensures that regional NCM coordinators have access to view and understand regional NCM finances
- Works closely with regional and field finance coordinators
- Trains regional, field, and local NCM leaders on project budgeting and finance
- Learns Church of the Nazarene accounting systems and funding structures

Experience and Skills

- Proficiency with Microsoft Office – Outlook, Word, Excel, PowerPoint
- Knowledge of and experience with advanced Microsoft Excel tools and functions
- Prior experience with accounting software
- Experience working cross-culturally
- Experience in training
- Strong attention to detail

Educational Requirements

- Bachelor's degree (business or accounting preferred)

Physical Demands

The physical demands are those of a typical office environment and must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

International travel will be required.

Work Environment

Office working environment; the noise level is typically quiet.

Hours & Benefits

This full-time position qualifies for benefits according to company policy. Insurance benefits include medical, dental, vision, life and disability coverage. Employee contribution for insurance plans is determined annually. Other benefits include paid time off, holiday pay, and retirement savings plan through a 403(b).