



<b>Location:</b>	Any US State-US Administrative Office remote work is fine
<b>Position Title:</b>	Finance Assistant
<b>Supervisor Name:</b>	Holly Nelson
<b>Hours:</b>	5 hours week/20 hours per month
<b>Pay:</b>	\$25-30/hour, experience dependent

**SHN PURPOSE:** to bring glory to God by creating a world where kids are valued  
**How do we do that?** We impact communities by improving care for kids with intellectual disabilities

**SHN CORE VALUES**

Special Hope Network has four core values that every employee will be held to on quarterly performance evaluations, along with the responsibilities outlined below.

<p><b>Driven by Progress</b></p> <ul style="list-style-type: none"> <li>• Know your job description and do it in a way that makes your supervisor’s job easier</li> <li>• Works to be better at your job</li> <li>• Asks questions to improve your performance</li> <li>• Be motivated to learn on your own and from other staff</li> </ul> <p><b>Values kids with intellectual disabilities</b></p> <ul style="list-style-type: none"> <li>• Understands needs of children and families</li> <li>• Prioritizes children’s health, safety, and well-being</li> <li>• Speaks up for the rights of children and families</li> </ul> <p><b>Faith active</b></p> <ul style="list-style-type: none"> <li>• Cause is to bring Glory to God through this work</li> <li>• Demonstrate a Christ-like faith by bearing the fruit of the Spirit, Gal. 5:22</li> <li>• Love •Joy •Peace •Patience •Kindness •Goodness •Faithfulness •Gentleness •Self-control</li> <li>• Knowledgeable about scripture as it relates to disability</li> <li>• Shows hopefulness in your attitude and behaviour</li> </ul> <p><b>SHN is in the front of your mind</b></p> <ul style="list-style-type: none"> <li>• When you make a decision, you first think of how it will affect SHN</li> <li>• You do not put yourself, your pride, or your feelings before what will make the organization stronger</li> <li>• Understand SHN decisions are based on</li> <li>• the people we serve, the people who carry out our work and the people who support our work</li> </ul>
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• **JOB DESCRIPTION** Support all finance tasks for SHN US

Payroll

- Process monthly payroll using QuickBooks Online.
- Process monthly, quarterly, and annual State and Federal tax filings.

General Ledger Entries

- Record transactions on a weekly basis.
- Coordinate and attach supporting documentation for transactions.

Reporting

- Prepare quarterly consolidated financial reports for SHN US and SHN Zm using Power BI.
- Prepare quarterly grant financial report.
- Prepare annual 990 tax filing supporting schedules.
- Complete the 990 tax return.
- Prepare and provide 1099s on an annual basis.

### Budgeting

- Support SHN US management in creating annual budget.

### Banking

- Reconcile banking account every month
- Report monthly totals to US Board

### Finance Support

- Cooperate with other team members so that all tasks are achieved effectively and efficiently
- Communicate regularly with supervisor about any questions, issues, or problems that arise

## **REQUIREMENTS AND SKILLS**

- Accounting or Finance Degree or work experience as a Finance Assistant, Finance Officer, or similar role.
- Good knowledge of accounting and bookkeeping procedures.
- Moderate MS Excel skills.
- Familiarity with accounting software (QuickBooks Online and Microsoft Power BI a plus).
- Organizational and time management skills.
- Attention to detail, with an ability spot numerical errors.

Interested candidates should supply their relevant contact information and resume to [admin@specialhopenetwork.org](mailto:admin@specialhopenetwork.org)  
Candidates must be legally allowed to work in the United States.  
Position open until filled.