



Finance Director

JOB DESCRIPTION

The Opportunity

Looking for a job you can really “excel” at? Okay, that was a bad joke but, do you love making complicated spreadsheet macros as much as you love sharing Gospel? If so, we should chat.

We are looking for an experienced Finance Director who has finance skills and a heart for evangelization. The primary area of focus for this role is helping our CFO with creating, managing and analyzing accounting transactions and financial statements, maintaining integrity and relevance of accounting systems, and helping forecast key financial metrics. You will identify and report these metrics to the CFO and leadership team. This person will also manage grant appropriation and expense reporting.

We are looking for someone within commuting distance of our Fort Wayne, IN offices. A hybrid schedule is certainly something we are open to, but we need someone who can come into the office on a regular basis to interact with the senior stakeholders and finance team.

Lastly, we hope that the right candidate will eventually take over as Spoke Street’s Chief Financial Officer.

Ready to join us?

About Spoke Street

Spoke Street is a growing apostolic media organization that invites the heart to listen by amplifying the voice of the Creator. We want to be known for building up and sending out prophetic voices in the Catholic content creation space. Spoke Street content is made available for radio broadcast through a partnership with Redeemer Radio and future affiliates.

We find that our work bears supernatural fruit when we lean into our charisms of: humble curiosity, filling the gaps when there is a need, honoring each person’s journey, collaborating with others for maximum impact, and having the freedom to take risks. Our nonprofit 501c3 status allows us to invest in reaching people who aren’t always likely to seek out Christian media. Learn more about us at

SpokeStreet.com

Responsibilities:

- Manage and create all accounting transactions for multiple related entities with minimal supervision
- Maintain the integrity and relevance of donation ledger and accounting system
- Create and upload bi-weekly payroll, including the set-up of new employees and entry of payroll to company general ledger
- Record and pay accounts payable in a timely manner
- Reconcile all general ledger accounts including the reconciliation of multiple bank accounts
- Manage grant appropriation and expense reporting
- Assist in preparation of monthly financial statements and cash flows of multiple related entities
- Assist in the gathering of financial information for the annual 990 filing
- Assist in annual budgeting and planning process in conjunction with the CFO and CEO
- Conduct ad hoc analysis for Chief Financial Officer

Qualifications we're looking for:

- Humble, hungry, and smart.
- A bachelor's degree in accounting, finance, or other business related field
- CPA designation preferred but not required
- 2 - 4 years of experience in a not-for-profit setting preferred
- An effective communicator of financial data
- Experience with donor/grant systems (preferably "Raiser's Edge" or "Etapestry")
- Experience using standard accounting software
- Strong work ethic and attention to detail
- Excellent verbal and written communication skills
- Ability to manage multiple projects simultaneously
- Comfortable utilizing tech. We're the "Slacking" (bonus points if you get it), Google Meet-ing, Google Suite kinda team.

We're also the praying kind; so spiritual conversations are commonplace. While we don't require you to be Catholic, most of our team members come from a spiritual background. As part of our leadership team, this person should be all in for the Kingdom- that includes growing in discipleship as well as authentic Christian community.

This is a full-time position based in Fort Wayne, IN.

Qualified candidates should submit their resume and cover letter, which articulates your passion for our mission, to mike@spokestreet.com.

Salary and Benefits

At Spoke Street, we value our people and do our best to show it with competitive salary, flexible work schedules, and generous benefits including health, life, disability, and matching Simple IRA . We have a team of truly amazing people and a culture that affirms your growth and vocation.

Spoke Street Media is an Equal Opportunity Employer and is committed to providing equal employment opportunity to all qualified individuals without regard to race, age, gender, color, religious belief, national origin, marital status, veteran status, disability, or any other characteristic protected by law in all personnel actions.