



Take ACTION

## *Financial Accounting Manager*

---

**DEPARTMENT:** Administration  
**REPORT TO:** Operations Manager and/or Field Director  
**PLACE OF SERVICE:** Mandaluyong City, Metro Manila, Philippines  
**DATE REVISED:** June 2009

.....

### **PURPOSE OF THIS POSITION:**

To provide accurate, timely information for administration, missionaries, donors, ACTION offices internationally, etc to be able to understand what is going on financially within the mission. Managing and providing financial accounting through financial statements, balance sheets, income statement, cash flow according to goals and deadlines. To be able to assist with the handling and documentation of funds from various countries to the missionaries and ministries in the Philippines. To ensure compliance with all regulatory requirements with the International Council Treasurer, Field Director, Board of Trustees, Operations Manager and government requirements both in the Philippines and donor countries.

### **LIST OF RESPONSIBILITIES:**

1. Take responsibility for the overall management of mission income and expenses. Maintain day-to-day financial administration ensuring that all finances are properly administered and monitored.
2. Communicate with home offices and/or funding organizations to determine what funds are available for missionaries and ministries. Providing required monthly, quarterly and yearly financial reports and audits.
3. Fulfill reporting requirements of the Treasurer of the International Council
4. Follow procedures for transfer of funds from sending offices and donors to the ACTION bank account in Manila. After funds arrive, exchange to local currency so as to document and advise missionaries and ministries what funds are available.
5. Oversee staff payroll and issuing missionary salary and ministry funds as well as ministry/project funds.
6. Monitor and enter data into computer for record-keeping purposes and provide missionaries with monthly ministry financial reports.
7. Work with various ACTION ministries on financial concerns.

### **JOB REQUIREMENTS:**

**EDUCATION:** College degree in Accounting/Business.

**BIBLE TRAINING:** Prefer one year minimum Bible college training (actual in class or correspondence course credit).

**EXPERIENCE:** Office environment works with 2 years computer word processing and data filing experience. A working knowledge of PC computers, Microsoft Office and QuickBooks

**LENGTH OF SERVICE:** Prefer 4-1/2 year term to career commitment.

**OTHER REQUIREMENTS:** Completion of a pre-field missionary training course.  
Tagalog Level 2 recommended but not required.