



The Financial Administrator at The River is responsible for supporting the ministry of the organization through accurate and thorough bookkeeping and accounting as well as administrating payroll, paying bills, record keeping and various other administrative tasks .

THE FINANCIAL ADMINISTRATOR AT THE RIVER IS SOMEONE WHO WILL:

- Be dependable and ensure that The River's standard of excellence is upheld throughout all areas of their job.
- Maintain accurate books for all income and expenses at The River.
- Become familiar with relevant laws, standards and best practices for non-profit accounting.
- Maintain personnel files for all employees of The River
- Maintain all facility usage policies and scheduling.
- Be responsible for tracking and maintaining The River's annual budget.
- Act as a key holder for The River.
- Administrate and track all personnel benefits for River employees, including holddays, insurance and retirement benefits.
- Create monthly financial reports.
- As a staff member of The River, contribute to a positive staff culture.

To apply, please send cover letter and resume´ to info@theriver.info.