

Finance & Operations Manager

JOB TYPE

Full-Time | On-Site

REPORTS TO

Rich Cummins, President (Integrator)

COMPENSATION

\$62,000 – \$75,000 (based on experience)

LOCATION

Grand Rapids, Michigan

About The Timothy Group

The Timothy Group is a national consulting firm serving Christian ministries, schools, churches, and nonprofits across the United States. Since 1990, we have partnered with over 2,100 ministries, helping them raise billions of dollars to expand their mission and impact.

Our Mission

We empower ministries to advance God's Kingdom through Spirit-led generosity.

We are not transactional consultants. We are relational guides who walk closely with ministries to cultivate generosity, strengthen leadership, and build sustainable development systems rooted in biblical stewardship. Our long-term vision is to help 1,500 ministries raise \$3 billion by 2035.

Position Summary

The Finance & Operations Manager is responsible for the day-to-day execution and leadership of The Timothy Group's internal business operations, with primary ownership of accounting, financial management, and operational workflows.

This role owns the company's books, financial accuracy, and monthly reporting, supervises support staff, and ensures the business operates with discipline, clarity, and efficiency.

This is not an entry-level administrative role. This role requires a high level of trust, ownership, and financial stewardship, including direct responsibility for company financial records and operational execution.

Core Responsibilities

01 Business Operations Leadership

- Oversee and manage daily on-site business operations
- Ensure administrative workflows are functioning efficiently and consistently
- Maintain internal systems, processes, and documentation
- Track deadlines, deliverables, and internal accountability
- Support EOS Rocks, scorecards, and weekly reporting cadence
- Identify inefficiencies and implement process improvements
- Maintain a well-run, organized, and professional office environment

02 Accounting & Financial Management (Primary Ownership)

- Maintain and manage the company's books (primary responsibility)
- Record, reconcile, and verify all financial transactions
- Complete monthly close and ensure financials are accurate, timely, and audit-ready
- Prepare monthly financial reports for leadership
- Manage cash flow tracking and reporting
- Oversee bank deposits and financial processing
- Coordinate with outside CPA / accountant

03 Payables

- Process and pay all incoming bills accurately and on time
- Manage vendor relationships and contracts
- Oversee Accounts Payable and expense management (Expensify)
- Purchase office supplies and manage procurement

04 Regulatory & State Compliance

- Maintain active fundraising consultant registrations in all states where TTG operates
- Track renewal deadlines and filing requirements by state
- Coordinate with legal counsel or CPA as needed for filings
- Maintain organized compliance records and documentation

05 Accounts Receivable Oversight

- Supervise Accounts Receivable Clerk
- Ensure invoices are issued accurately and on time
- Monitor collections and follow-up processes
- Review aging reports and cash flow status
- Step in to assist or complete AR tasks when needed

06 Payroll & HR Administration

- Process payroll and ensure accuracy

- Maintain employee and contractor records
- Manage onboarding and offboarding
- Maintain contractor agreements
- Ensure HR documentation and compliance
- Collaborate with VP of People & Culture on HR processes

07 Administrative & Office Oversight

- Oversee administrative and office support functions
- Ensure mail, deposits, and documentation are handled consistently
- Maintain organized records and filing systems
- Manage and maintain the office calendar
- Support leadership with operational needs as required

08 Event & Travel Administration

- Coordinate internal training events and logistics
- Coordinate conference travel and registrations for staff and consultants
- Manage vendor and venue relationships for events

09 Team Supervision

Directly supervises:

- Accounts Receivable Clerk
- Administrative / Office Support Staff

Responsible for:

- Assigning work and setting priorities
- Monitoring performance and accuracy
- Ensuring deadlines are met
- Providing accountability and follow-through

10 Organizational Alignment

- Reports directly to the President (Integrator)
- Works in coordination with the VP of Data & Systems for systems, reporting, and infrastructure
- Collaborates with the VP of People & Culture on HR-related functions

Qualifications

- **3-7+ years of experience managing bookkeeping, financial records, or business operations (required)**
- **Experience owning financial records (not just assisting) strongly preferred**
- Experience completing monthly financial close
- Strong operational and organizational leadership skills
- Ability to manage both people and processes

- High attention to detail and financial accuracy
- Experience with QuickBooks (Required), Expensify, or similar tools preferred

Cultural & Mission Fit

The ideal candidate will align with The Timothy Group's core values:

- God-honoring in all we do
- United in purpose
- Intentional in relationships
- Dedicated to excellence
- Energized through joyful service

What Success Looks Like (First 90 Days)

- Monthly financials are accurate and delivered on time
- Books are clean, reconciled, and reliable
- Accounts Receivable is organized and actively managed
- Payroll and HR processes are running smoothly
- Daily operations are structured, consistent, and dependable
- Leadership has clear visibility into financial and operational health

A Note to Candidates

We are looking for someone who takes ownership, thrives on accuracy and organization, and finds satisfaction in running a business well behind the scenes.

If you enjoy bringing order, clarity, and discipline to an organization—and want your work to support Kingdom impact—we would love to talk with you.

To Apply or Inquire, Contact:
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