



Apprentice University Finance Manager Job Description

Finance Manager

The Finance Manager role at Apprentice University is one of significant responsibility. The position requires *extreme* trustworthiness, great attention to detail, a mindset of service, and a skillset packed with resourcefulness. Our Finance Manager holds a very high visibility position in the organization and delivers a large number of critical services to the University.

The following document outlines our culture, the responsibilities of this role, the requirements and attributes of the ideal candidate, and the expectations and compensation. Please read through this document carefully. Our hiring criteria is first and foremost a solid fit with our culture as outlined below. Other skills and attributes can be trained and gained over time, but alignment with our culture is imperative.

The Apprentice University Culture

Understanding the Apprentice University culture is crucial to framing engagement within our community. We acknowledge, encourage, and embrace that...

1. We are all students, pursuing God's will and exploring our dreams
2. Mentoring, nurturing, teaching, and coaching relationships are essential for our community
3. Respectfulness in communications is crucial
4. A learning disposition is essential
5. Intentionality in our endeavors is imperative
6. Unintentional failure is inevitable and expected as an essential ingredient in learning
7. The relentless pursuit of excellence is God honoring and demonstrates respect for others
8. Timely, direct, and respectful communications encourage strong relationships and reduce stress
9. Candor and direct conversations are imperative - especially in times of conflict (Matthew 18)
10. Any form of drama is unhealthy within relationships and community culture
11. Strong interpersonal relationships require authenticity and commitment
12. Teamwork is vital to the success of the organization and its members
13. A student's fragmented, false-start-laden pursuit of career interests is celebrated
14. We are all human, sinful and fall short of the glory of God



Finance Manager Responsibilities

The Finance Manager role is an integral member of the Apprentice University staff and responsible for managing the following elements of the University:

1. General Accounting -
 - Managing and scheduling accounts payable
 - Invoicing, processing and collections related to accounts receivable
 - Making routine deposits and interfacing with our bank
 - Administering the University's income share agreements
2. Human Resources –
 - Payroll – preparing and submitting semi-monthly payroll
 - Onboarding – organizing new employee paperwork, etc.
 - Paperwork – organizing and filing all employee employment-related paperwork
 - Assisting – assisting students and new employees in completing onboarding documents
3. Planning and Reporting -
 - Providing routine reports and financial advice to the President
 - Budgeting and assisting in the development of budgets
 - Managing cash flow projections
4. Training –
 - Teaching and training students on the basics of employment records, tax forms, etc.
 - Occasionally assisting students in the creation of personal budgets
5. Recordkeeping –
 - Recording and tracking student apprenticeship assignments for bookkeeping purposes
 - Organizing finance-related files and documents in an orderly fashion

Role Requirements

As an integral member of the Apprentice University staff, the Finance Manager *must* possess the following attributes, skills, and appreciation for the Apprentice University culture.

1. A strong desire to teach, mentor, coach, advise, and encourage young adults
2. A gentle disposition and nurturing mindset
3. Patience and an understanding that instructions may need to be repeated - often
4. An understanding that students, *are learning*
5. Experience in expectation management from various stakeholders (staff, students, partners, etc.)
6. A mindset rooted in flexibility, malleability, and adaptability
7. Unwavering support for the AU *Integration of Faith Statement* (see Attachment A, following)
8. An understanding of generally acceptable accounting principles and processes
9. Experience in managing projects, organizing work, and meeting project timelines and goals
10. Fluency in the use of common technology tools (MS-Office, G-Suite, collaboration apps, etc.)



Expectations and Compensation

1. The role reports to the President of the University
2. The Finance Manager is expected to provide his/her own laptop and cell phone
3. The role requires 12 to 18 hours per week, additional hours as necessary, if approved
4. The compensation is hourly pay with a rate to be determined
5. Vacation, or time off, while not paid, is available with reasonable notice

To Apply

1. Please prepare a document summarizing your skills and experiences which most closely correlate to the positioned outlined herein. The use of mini case studies and stories which help explain your unique qualifications are appreciated.
2. Submit the document referenced above along with your resume to Apprentice University's President, Ron Brumbarger – ron@apprentice.university



ATTACHMENT A

INTEGRATION OF FAITH STATEMENT

Students, Staff, and Instructors within the Apprentice University community should understand that our culture, and conversations are decidedly established to operate within the framework of the Christian faith. The leadership of Apprentice University believes a grounded faith encourages, equips, and enables us to explore, invent, and imagine ways in which our students and our community can be intentionally extraordinary and obedient and pleasing to God.

For these reasons, we subscribe to:

1. The *complete* integration of faith, family, friends, work, and academics in a fashion that makes the lines between such naturally indiscernible.
2. Being the same person regardless of the situation or setting, thus demonstrating authenticity of character.
3. The structuring of our community to pursue knowledge through open conversations while being tolerant of differing opinions and the exploration of varying viewpoints.
4. A disposition to support students who are navigating intellectual, social, professional, and spiritual realms.
5. A student code of conduct consistent with the Christian faith and as outlined in the balance of this document.
6. The timeless truths and principles related to character and healthy relationships as articulated in Scripture, more specifically those outlined in Galatians 5:13-26 and Colossians 3:5-17.

Community members can expect to experience the above-stated predisposition and integration of faith.