



## **JOB OPENING**

**Posted: October 7, 2021**

**IF YOU ARE INTERESTED IN APPLYING FOR THIS POSITION, PLEASE FIRST REQUEST A DETAILED JOB DESCRIPTION BY EMAILING [JILL@PIHTX.ORG](mailto:JILL@PIHTX.ORG).**

Position Title: **Finance Administrator**  
Reports To: Director of Operations  
Status: Part-time (8-10 hours/week)  
Location: Lake Travis, Cedar Park/Leander, and Remote  
FLSA Class: Hourly/ Non-Exempt  
Compensation: \$20-24/hour DOE  
Start Date: January 1, 2022 or sooner

### **Summary**

Partners in Hope – Texas is looking for an experienced, motivated finance administrator for our growing and respected nonprofit organization. As we expand our ministry in the coming years, we are looking for someone who will guide our finances and operations as our budget and staff grow.

This position oversees bookkeeping and payroll for Partners in Hope – Texas and supports other operational functions such as human resources and development/fundraising. This position will handle the paying of bills, filing of federal and state reports, and along with the executive and operations directors, will oversee the budget.

This role will work with the operations director to ensure all human resource and payroll processes abide by federal and state laws, as well as organizational policies. This person will also be responsible for overseeing our donor database software and will assist with other development-related duties.

This position works with all members of the PIH leadership team, but primarily the operations director and executive director. The person hired for this role must have a love for faith-based ministry and a passion for the vision and mission of Partners in Hope. Learn more about our history and ministry at [www.pihtx.org](http://www.pihtx.org).

### **About Partners in Hope**

Partners in Hope (PIH) is an independent, collaborative nonprofit ministry focused on eliminating social isolation in Central Texas. We connect neighbors in need with ongoing community support through unique partnerships with local churches, other nonprofits, and servant-hearted volunteers. In 2021, Partners in Hope celebrated 10 years of service to the Lake Travis area. We are excited to expand our ministry to the Cedar Park/Leander area in 2022.

Approved by: MBP  
Date: 10/07/21