

Join a Mission-Driven Team That Changes Lives!

Finance and Accounting Manager (Part-Time)

Location: Castle Rock, CO (On-site, with flexible working hours)

Schedule: 20 hours per week | Monday–Friday (within 8:30 a.m.–4:30 p.m. Mountain Time)

About Hope's Promise

At Hope's Promise, we believe every child deserves a safe, nurturing family where they can thrive. Rooted in Christian values, we are a family-centered nonprofit providing **foster care, adoption services, and global orphan care**.

Through dedicated support and heartfelt care, we work locally and globally to build brighter futures — one child, one family at a time.

About the Opportunity

We are seeking a proactive, detail-oriented **Finance and Accounting Manager** to join our growing and dynamic team. In this role, you will play a critical part in the financial health and operational success of our organization. You'll have the opportunity to lead essential accounting functions, contribute to strategic decision-making, and make a tangible difference in the lives of children and families.

This position offers flexibility within our business hours to help you balance your personal and professional life, while also providing a unique opportunity to advance your nonprofit financial management skills within a supportive and mission-driven environment.

What You'll Be Doing:

- Oversee day-to-day accounting operations, including accounts payable, accounts receivable, and general ledger entries.
- Lead the creation and management of budgets alongside the leadership team and Board of Directors.
- Develop and oversee accounting and financial policies and procedures to strengthen financial operations.
- Prepare monthly, quarterly, and annual financial reports to inform strategic planning.
- Support annual financial audits by preparing necessary documentation and reports.
- Conduct cash flow analyses to forecast trends and support leadership decision-making.
- Manage and optimize the use of **Donor Perfect** CRM for donor and financial tracking.
- Supervise and mentor the Bookkeeper, ensuring accuracy and efficiency.
- Provide financial insight to leadership to drive mission-focused growth and sustainability.

What We're Looking For:

- Bachelor's degree in accounting or equivalent professional experience.
- Previous experience with nonprofit accounting (required).
- Expertise in creating and managing organizational budgets.
- Strong knowledge of CRM systems, preferably Donor Perfect.
- Leadership experience with the ability to motivate and guide others.
- Excellent organizational, communication, and analytical skills.

Why Join Hope's Promise?

- Be part of a mission-focused team that changes lives every day.
- Flexible work hours within a supportive, family-oriented environment.
- Opportunities to grow professionally and expand your leadership skills.
- A place where your work has true meaning and impact.

Ready to use your financial skills to create lasting change? **Apply today and be part of something truly special.**