

# Finance Specialist

## Start Date & Wage:

Part-time: 10-15 hours a week

Start Date: June 29, 2026

Pay: \$17/hour

## Why this position matters:

As a Finance Specialist, you will become a trusted member of the team with considerable responsibilities and lots of support and training. This position is essential for maintaining our reputation as reliable stewards of finances. If you enjoy ensuring smooth operations and fostering teamwork, you will excel in this role.

## What this role is all about:

The primary responsibilities of the Finance Specialist are to ensure the accurate and timely distribution of grants, manage vendor payments, and provide clear, concise communication and reporting. Because this role supports both regional efforts and global partnerships, it is critical that this person be quick to discern and understand complex relationships, processes, and next steps, and communicate clearly and effectively across teams.

## In short, you will be responsible for:

### Accounts Payable

- Managing Vendors
- Sending Grants to Partners
- Reporting



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- Paying Invoices
- Documentation
- Data Entry
- Receipting
- Month-end Reconciliations

## Finance Team

- Cross-train on important finance roles
- Assist on projects as needed

## Required Skills:

- Crazy Attention to Detail - Triple checks everything!
- Engaging personality and able to build rapport quickly
- Excellent relationship-building and management skills
- Excellent written and verbal communication skills; proficient in English-language business writing
- Proficient in the use of computers, Google Docs, and Microsoft Office
- Superb organizational skills
- Excellent time management skills; able to prioritize
- Motivated to take on additional projects and solve problems
- Comfortable with multiple tasks and projects at hand
- Self-directed and able to work without supervision
- Able to perform clerical duties, maintain files and confidential information, and organize documents as needed

## A note from the Executive Director:

If you want to apply for this job, the following should be true of you:

- You need to take initiative and be willing to make mistakes. We've failed lots in the past and try to make new mistakes every day because we believe that is how you learn the quickest. You need to trust us to be cool, and you need to be vulnerable.

- You aren't assumptive; you seek clarity and don't mind appearing ignorant because you care more about being valuable than about looking smart. You will understand why you are doing what is asked of you because you know we expect you to use your brain and make judgment calls regularly.
- You are crazy-organized and productive. Maybe you've read Getting Things Done by David Allen, and you've made it your own (that would probably make you a shoo-in candidate).
- You should know yourself pretty well - knowing your strengths and weaknesses (bonus points if you include your top 5 strengths from Gallup's StrengthsFinder assessment in your cover letter).
- You should be confident and friendly, not intimidated by others. You should be direct and to the point and not worry about hurting our feelings (but don't be mean).
- You need to be task-oriented and love knocking things off your checklist. This is a big one.
- You should be able to read this list of tasks and competencies and figure out how to present yourself in a personal letter to us explaining why you would likely be a great fit (even though you may be missing one of the attributes we are looking for). You would know what counts as evidence that you are smart and capable enough to roll with us. If you just send a resume without a cover letter, you won't hear back from us because you aren't a careful enough reader to get the job (though you read this far, so you obviously will include one).

## About Us:

Because no child should be abandoned to raise themselves, A Child's Hope Foundation exists to equip orphaned and vulnerable children with skills, resources, and community so they can improve the trajectory of their lives. A Child's Hope Foundation (ACHF) is a 501(c)3 public charity located in Orem, Utah, USA. Please check us out at [www.achf.org](http://www.achf.org) and look for us on Facebook and Instagram.

## To Apply:

Email your cover letter and resume to [info@achf.org](mailto:info@achf.org).