



## **Job Description: Finance Manager**

### **About Us**

TerraClear is a social enterprise in Laos that provides affordable access to clean water through a simple household water filter technology...but our vision is actually much bigger than that. Our company wants to holistically transform the communities that we touch: economically, socially, environmentally, and spiritually. Even though we dream big, we are just a team of ordinary people grounded in the realities of day-to-day life. We believe community transformation starts one person at a time and begins with ourselves. Come join us on the journey!

### **About the Opportunity**

TerraClear's Finance Manager leads our awesome team of administrative/accounting staff to make sure that the books are balanced, the company is on budget, and we are staying up to date on our regular reporting requirements.

A day in the life of the Finance Manager might include:

- meeting one-on-one with the admin/accounting staff to assign tasks, discuss progress on special projects, and provide mentoring and personal development
- reviewing and signing off on account reconciliations and monitoring reports
- contemplating accounting and management information systems improvements and implement changes as needed.
- preparing cash flow forecasts and keeping the Managing Director abreast of any potential cash shortages
- preparing budgets for each team and help the teams monitor their expenses
- analyzing the financial implications and potential financial return of special projects and new capital investments
- preparing financial reports for stakeholders
- meeting with various government departments
- making sure that the bills are paid on time and we are getting paid by customers on time

### **About You**

You would be great for this opportunity if you:

- like numbers and making debits equal credits
- love spreadsheets (we're partial to Google Sheets here)
- understand accounting principles and don't find them to be boring
- love to keep things neat and orderly and you pay attention to detail
- don't mind digging into the details and analyzing a lot of information
- believe deadlines are useful for getting things done in a timely manner
- usually have a smile on your face and enjoy a dynamic environment
- integrate your faith and work

You would be a superstar for this opportunity if you:

- have a degree in accounting, finance, or business-related field
- have a CPA or CA designation (not necessary, but would definitely make you qualified)
- worked in accounting for a few years
- previously managed some people
- have experience with Xero Online Accounting (kind of like Quickbooks but better)

If you are interested in this opportunity or you are curious about other opportunities with our team, we encourage you to express your interest by sending an email to Phil ([pminnich@laowater.com](mailto:pminnich@laowater.com)). Tell him a little bit about yourself, your experience and why you are interested, and we'll take it from there!