

Finance Officer

Are you looking for work with a purpose? Maggie's Wigs 4 Kids of Michigan, a leading local, grassroots 501(c)3 non-profit organization, is seeking a Finance Officer to join our team! Maggie's Wigs 4 Kids of Michigan is a local, grassroots 501©3 nonprofit organization that provides wigs and support services to Michigan children experiencing hair loss as a result of illness & treatment between the ages of 3 through 18 at no charge to them or their families.

The Finance Officer will gain valuable training experience and personal development by assisting Maggie's Wigs 4 Kids of Michigan. The candidate will work closely with Maggie Varney, Founder & CEO.

Responsibilities & Duties:

- Implement and execute proper accounting policies & procedures of the organization.
- Help manage all aspects of the finance department's day-to-day activities: record, process and acknowledge donations including monetary gifts, hair donations, in-kind goods and services, among others.
- Process accounts receivable and accounts payable.
- Assist with end-of-month financial reports and reconciliation.
- Payroll processing.
- Inventory control, including merchandise and office supplies.
- Represent Maggie's Wigs 4 Kids of Michigan in the community at events with staff, process donations onsite at events for the organization including raffles & silent auction prizes.
- Candidates should be fluent in: QuickBooks Advanced Online, Microsoft Office (Word, Outlook, Excel, Publisher).
- Prior nonprofit experience preferred, though not required.

Qualities we look for:

- Be professional and sensitive when interacting with donors and wig recipient families.
- Strong communication and interpersonal skills.
- Compassion and dedication to making a difference in the lives of others.
- Drive to learn, succeed and grow.

What we offer:

- Meaningful work in a supportive and caring environment.
- Opportunities for professional growth and development.
- Improve organizational and time management skills.
- Work with a team-based, family-oriented culture.

If you're ready to contribute to a cause that matters, apply now! Become a crucial part of our mission to support families affected by cancer and other disorders.

Interested candidates please email maggie@wigs4kids.org with your resume.