



## **DIRECTOR OF FINANCE JOB OPENING**

### **Responsibilities Include:**

- Oversee daily accounting functions such as accounts payable, expense reimbursements, and bank reconciliations
- Lead annual budgeting process and provide ongoing financial analysis reporting to leadership and Board of Directors
- Ensure accurate recording and tracking of all contributions as well as program related income and expenses
- Serve as primary liaison to external tax and audit firms, preparing required documentation and ensuring regulatory compliance
- Oversee donor records and reporting within Aplos, track sponsorships and recurring gifts, and generate financial and donor reports as needed.

### **Qualifications:**

- Born Again Follower of Jesus Christ
- Knowledge of accounting principles and financial reporting
- Experience with accounting software (Aplos or similar strongly preferred)
- Strong spreadsheet and reporting skills
- High level of accuracy and confidentiality
- Strong organizational and communication skills
- Ability to manage multiple systems and deadlines independently
- Process-oriented mindset with a track record of improving systems and utilizing technology to streamline operations and strengthen financial reporting

### **Preferred:**

- Nonprofit finance experience
- Experience preparing audit or tax documentation
- Familiarity with donor databases and restricted fund tracking
- Willingness to learn and use automation for routine tasks

### **Compensation**

- Based on experience and level of expertise

### **Questions or Submit Resume**

[Matt@psalm823.org](mailto:Matt@psalm823.org)