**Finance Specialist**

**Direct Reports:** Director of Operations

**Secondary Report:** Co-Executive Directors

**Summary**

Global Fellowship plants churches in the least reached geographies of the world! Be part of a family-oriented team committed to direct evangelism and making disciples in the areas where people have little to no access to the gospel. Global Fellowship is looking for an experienced Financial Specialist that will use financial management skills to perform a range of financial functions to achieve financial stability. Come and join a creative team!

**What you’ll be doing:**

You will ensure the Fellowship adheres to the best accounting practices, update financial books, send funds to missionaries and international ministries, keep track of all donations, and produce financial reports. In addition, you will work closely with the Director of Operations/Donor Care Coordinator to resolve finance-related questions and issues.

You will also be doing the following to help Global Fellowship achieve our financial stability and transparency goals:

* Record requisite information from the donor platform and payment processor into QuickBooks twice a week and reconcile the financial books weekly.
* Make wire transfers and check payments to Global Fellowship and MissionStream, missionaries, and enter all transfer data/transfer reports into QuickBooks.
* Maintain accurate records of the Global Fellowship monthly expenses and produce financial reports when needed.
* Close and reconcile the financial books at the end of the month in preparation for the first of the month, when funds are dispersed to missionaries.
* Prepare and present financial reports at the end of the fiscal year to CPA for Financial Review or Audit.
* Work with CPA to ensure Global Fellowship follows proper accounting practices and meets all GAAP standards.
* Ensure the financial sustainability of Global Fellowship by raising and maintaining personal support as home office staff.
* Analyze financial data to identify the Fellowship’s financial status and develop corrective financial action plans.

**What we’re looking for from you:**

The ideal candidate will have a track record of success, providing leadership and direction that make things work smoothly and efficiently. In addition, the candidate has demonstrated experience working in a non-profit organization and employing strategies that bring about financial stability. The ability to work well with others and independently is also essential.

**A little about your background**:

* Experience with accounting in the non-profit sector is a plus.
* Degree in a related field or strong knowledge of accounting and bookkeeping.
* Proficient in using a PC, Microsoft suite, and Google Workspace.
* Strong understanding of accounting/bookkeeping with extensive experience using QuickBooks.

**A little about you**:

* Ability to lead and learn new concepts quickly.
* Strong verbal and written communication skills.
* Detail-oriented with time management and organizational skills.
* Demonstrated leadership skills and ability to document and implement processes & procedures.
* Available for occasional evening and weekend special events outside of the home office.

**Some preferred qualities that we’re looking for but can incorporate into a training plan if not currently possessed:**

* Dependable and able to follow a consistent routine.
* Self-disciplined, energetic, ability to take the initiative.
* Interpersonal skills with the ability to relate well with others.

**Benefits**

* Family-friendly work environment.
* Free training and professional development programs.
* Highly accessible central location.
* Flexibility with an option to work remotely.

**Salary**

Self-funded