



Position Title: Finance Director

Job Category:	Full-time
Reports to:	Operations Director
Department:	Finance (inside Operations)
Location:	Remote

Position Summary

The Finance Director provides professional accounting, financial analysis, and compliance support to ensure accurate reporting and strong fiscal stewardship. This role is responsible for maintaining financial records, preparing required filings, advising leadership on financial matters, overseeing finance department staff, and ensuring adherence to applicable accounting standards and regulatory requirements. All responsibilities and tasks associated with the role of Finance Director will ultimately help to fulfill MNA’s purpose in serving the PCA to plant, mobilize, and restore.

Major Responsibilities

Accounting & Financial Management

- Provide Prepare and maintain general ledger entries, journal entries, and account reconciliations.
- Produce accurate monthly, quarterly, and annual financial statements.
- Oversee accounts payable, accounts receivable, and cash management processes.
- Monitor budget performance and assist with budget preparation and forecasting.

Compliance & Audit

- Ensure compliance with GAAP and all federal and state regulations.
- Prepare documents for external audits and coordinate with auditors as needed.
- File required tax returns and regulatory reports (federal, state, local).
- Financial Analysis
- Analyze financial data to identify trends, variances, and opportunities for cost improvements.
- Provide financial recommendations to leadership for decision-making and strategic planning.
- Support grant reporting, project accounting, and restricted fund tracking (if applicable).

Advisory & Process Improvement

- Implement and maintain strong internal controls.
- Oversee finance department staff and streamline roles and processes of the staff.
- Streamline accounting procedures to increase accuracy and efficiency.
- Advise leadership on financial policies, risk management, and long-term planning.



Qualifications

Required

- A Christian whose life reflects mature, spiritual growth and is active in a local PCA or other evangelical church.
- Active Certified Public Accountant (CPA) license required.
- Bachelor's degree in accounting, finance, or related field.
- 3-5+ years of professional accounting experience.
- Strong understanding of GAAP, financial reporting, and audit practices.
- Proficiency with accounting software (e.g., Financial Edge NXT, Raiser's Edge NXT, etc.) and Excel.
- Excellent analytical, organizational, and communication skills.
- High level of integrity and commitment to accuracy and confidentiality.

Preferred

- Experience in a nonprofit environment.
- Familiarity with shared file systems and cloud-based tools.

Work Environment

- Full-time role supporting ~85 staff and ~20 volunteers across multiple departments.
- Occasional after-hours work required during critical seasons.
- Travel required a few times a year for meetings.

Other Notes

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Management reserves the right to add or change duties at any time.