



## JOB DESCRIPTION | **Director of Finance**

Renew World Outreach is a non-profit Christian ministry located in Stone Mountain, GA that develops technology & training to help spread the Word of God. Our primary mission is to reach the unreached with the Word of God through innovation that multiplies field impact. We highly value prayer, worship, and the power of the Holy Spirit in our community.

Renew is looking for a talented & dedicated individual to fill an immediate full-time position leading our **Finance** department. The ideal candidate will have work experience in non-profit **Accounting** and a bachelor's degree in a related field. We are looking for a highly motivated self-starter who can manage multiple projects with short deadlines with little supervision. This role reports directly to the COO.

Skills & Responsibilities for the *Director of Finance* include but are not limited to:

### SKILLS & EXPERIENCE

- Bachelor's degree in Accounting, Finance, or a related field (required)
- Ideally 2–5 years of experience in nonprofit accounting or finance management
- Proficiency in QuickBooks or similar accounting software
- Advanced user Google Workspace (Docs, Sheets, Drive, etc.)
- Familiarity with inventory-based accounting practices
- Excellent organizational, analytical, and communication skills
- Ability to work independently, manage multiple priorities, and meet deadlines
- Strong attention to detail and ability to present financial information clearly
- Commitment to Renew's mission and values

### DUTIES & RESPONSIBILITIES

- **Financial Management & Reporting**
  - Manage day-to-day financial operations including budgeting, forecasting, and cash flow analysis
  - Maintain and reconcile general ledger, chart of accounts, and restricted fund balances
  - Prepare monthly, quarterly, and annual financial statements and reports
  - Generate financial reports for the Board, Executive Team, and funders
  - Perform account accruals, depreciation, and monthly book closings
  - Conduct cash flow projections and financial performance analysis
  - Support strategic planning with financial insights and recommendations
- **Nonprofit Accounting & Compliance**
  - Ensure compliance with GAAP, nonprofit accounting standards, and IRS regulations

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- Manage audit processes, financial policies, and internal controls
  - Maintain accurate records and reconciliations of all financial transactions
  - Monitor donor pledges, contributions, and generate annual giving statements
- **Accounts Payable & Receivable**
  - Process and reconcile all A/P and A/R transactions
  - Post donations, credit card receipts, and vendor bills
  - Manage vendor payments and debt schedules
  - Oversee petty cash and inventory-based accounting
- **Budgeting & Program Fund Management**
  - Develop & maintain annual and project-based budgets
  - Assist in the preparation of program proposals & financial reporting
  - Provide financial tracking tools for program managers
- **Payroll & HR Support**
  - Process payroll and maintain up-to-date payroll tax filings
  - Support compliance with local, state, and federal employment tax regulations