

Position Description

Title: Director of Finance
Reports to: CEO
FLSA Status: Exempt
Supervises: Finance Team
Hours: Full-time

Purpose

The Director of Finance provides strategic leadership for ANM's financial operations, ensuring faithful stewardship of ministry resources while equipping the organization for sustainable growth. This role serves as a trusted advisor to the CEO, Executive Team, and Board of Directors, overseeing financial planning, reporting, compliance, and organizational risk management, and assisting with certain human resources duties.

Responsibilities and Tasks

- Perform all job responsibilities for the purpose of carrying out ANM's mission to encourage, equip and advocate for native missionaries around the world.
- Complete all work in compliance with ANM's policies and procedures and coordinate with relevant staff to ensure strong communication and smooth execution of all initiatives.
- Ensure financial policies and procedures support and advance the strategic goals and objectives established by the CEO.
- Provide strategic leadership, planning, direction, and oversight of ANM's financial operations, including:
 - Lead the preparation and presentation of timely, accurate financial reports, cash flow forecasts, analyses, and strategic recommendations to the CEO, Executive Team and Board of Directors.
 - Lead the annual budgeting process and long-range financial planning in partnership with the CEO and Executive Team.
 - Develop and maintain banking and investment relationships on behalf of ANM.
 - Ensure compliance with all state charitable solicitation registration requirements and applicable accreditation standards (including ECFA).
 - Establish and maintain effective internal controls to safeguard organizational assets and to ensure accurate financial reporting.
 - Coordinate the annual audit and preparation of IRS Form 990 in partnership with ANM's external auditors and accountants.
 - Oversee procurement and maintenance of appropriate insurance coverage to protect the organization.
 - Identify and pursue foundation grants and other funding opportunities that support ANM's operational needs.
 - Serve as the principal financial resource at Board meetings and Executive Team meetings, and provide financial updates at Staff Meetings, as requested by the CEO.
- Provide support for selected human resources functions, as assigned.

Key Performance Metrics

- Direct Reports are effectively led, developed, and equipped to excel in their responsibilities.
- The CEO, Executive Team, and Board receive timely, accurate and meaningful financial information and advice to support sound decision-making.

- Financial operations remain fully compliant with all applicable federal, state, and local laws, regulations, and reporting requirements.
- Annual audit completed without significant deficiencies.
- Financial reporting consistently delivered accurately and on schedule.
- Annual budget developed and monitored effectively.
- Regulatory filings completed accurately and on time.

Qualifications

Education and Experience

- Five years of experience in accounting or finance, with a strong understanding of fund accounting and GAAP (CPA or CNAP preferred).
- Five years of leadership experience, preferably in a nonprofit ministry environment.

Skills and Competencies

- Exhibits the organizational values of ANM: Christ-centered, relationships, integrity, and stewardship
- Ability to lead a team and collaborate across departments
- Strong interpersonal communication skills and the ability to work effectively with staff, donors, and ministry partners
- Strong analytical skills and exceptional attention to detail
- Experience with accounting software (QuickBooks preferred)
- Proficient in Excel
- Highly organized
- Ability to communicate financial information clearly to both financial and non-financial audiences
- Demonstrates sound judgment and discretion with confidential information