



Job Description

Part-time Financial Coordinator

Starting date: When available

Location: Remote

Category: Part-time, volunteer

Reconciled World is growing and we need someone to help guide our financial systems. We are looking for someone who is experienced with managing non-profit budgets to join our team for 20 hours per month. The financial coordinator will work closely with RW leadership to create annual budgets, compile reports for donors, and oversee the functioning of all our financial systems. They will also be working alongside our external accounting team at Cedarstone Partners who manage our day to day financial needs such as processing donations, bank transfers, and receipting. This is a remote position, however, Reconciled World is a registered 501(c)3 organization in the United States, therefore we are looking for someone who is already familiar with working in that context.

Duties will include

- Creating annual budgets
- Completing the annual form 990
- Work with the CPA to complete the annual audit in a timely manner
- Review our current financial systems, suggesting new systems where appropriate and helping to oversee the transition and implementation process of new systems.
- Compile reports for the Board and foundation partners.
- Help with setting pay rates and conducting annual salary reviews
- Provide guidance on tax and finance best practices
- Provide high level financial analysis, helping to identify the organizations financial strengths and weaknesses
- Helping us to stay in compliance with all state and federal requirements in the United States

Qualifications

Reconciled World is deeply committed to the Christian faith and to personal relationship with Jesus Christ. Each team member must share our core theologies and values, be a committed follower of Jesus, and have a heart for vulnerable people and a passion for God's glory. Beyond that, we are looking for someone who:

- 10+ years of managing budgets of over 1 million USD
- Knowledge of 501(c)3 requirements in the US
- High attention to detail
- Ability to communicate cross culturally
- Flexible work hours, and ability to occasionally work under tight deadlines
- Resonates with our [7 Core Principles](#)

How to apply: To apply please email Tessa at tessas@reconciledworld.org with a short cover letter and resume that highlights relevant experience and education for the job.