



EVANGELICAL  
**FRIENDS MISSION**  
**Ministry Finance Coordinator**

**Organization Summary:**

The purpose and passion of Evangelical Friends Mission is to fuel a worldwide movement of people who seek first the kingdom of God, planting churches who live and die to carry out the Great Commission in the spirit of the Great Commandment.

The vision of EFM is to see Evangelical Friend of North America fully mobilized to send missionaries who plant groups of churches around the world that are faithful, sustainable, multiplying, and mobilized to send missionaries themselves.

**Job Overview:**

Location: Remote position

Reports to: Director of Operations

Travel: Bi-annual EFM board meetings and one staff retreat a year

Hours: 25 hours per week

**Job Summary:**

The Ministry Finance Coordinator serves as a key member of the EFM operations team, providing accurate financial recordkeeping and reporting to support the organization's mission of sending and sustaining missionaries worldwide. This role ensures financial integrity, donor accountability, and compliance with nonprofit standards, enabling EFM to steward resources faithfully and transparently.

The Ministry Finance Coordinator works closely with leadership, missionaries, donors, and external partners to ensure timely and accurate financial processing.

**Responsibilities:**

Financial Recordkeeping

- Maintain the general ledger and chart of accounts.
- Record all financial transactions, including receipts, disbursements, transfers, and journal entries.
- Process accounts payable and accounts receivable.
- Reconcile bank and credit card statements monthly.
- Maintain restricted and designated fund balances, including missionary accounts.

Donor & Missionary Support

- Record and track donor contributions in accordance with nonprofit regulations.
- Ensure proper designation and allocation of funds to missionary accounts and ministry projects.
- Provide accurate financial reports to missionaries regarding their support accounts.

Payroll & Benefits

- Process payroll and related tax filings.
- Maintain payroll records and ensure compliance with federal and state regulations.
- Assist with benefits administration and retirement contributions.

Reporting & Compliance

- Assist with monthly, quarterly, and annual financial reports.

- Support the preparation of materials for board meetings and finance committee meetings.
- Assist in annual audit or financial review preparation.
- Maintain documentation for internal controls and financial policies.
- Ensure compliance with nonprofit accounting standards and applicable laws.

#### Administrative & Team Support

- Assist in annual budget preparation in conjunction with the Director of Operations, other staff, and the Finance Committee of the EFM Board.
- Maintain organized digital and/or physical financial records.
- Contribute to process improvements and internal financial systems.
- Participate in team meetings and organizational events as appropriate
- Attend weekly staff prayer meeting. (by remote)
- Attend bi-monthly staff meetings. (by remote)
- Participate in biannual board meetings and one annual staff retreat. (in person)
- Performance reviews will be conducted annually by the Director of Operations.

### **Skills and Qualifications:**

#### Education & Experience

- Associate's or Bachelor's degree in Accounting, Finance, or related field preferred.
- Minimum 3–5 years of bookkeeping or accounting experience.
- Experience in nonprofit accounting strongly preferred.
- Experience with fund accounting and restricted funds preferred.

#### Skills & Competencies

- Proficiency in accounting software (e.g., QuickBooks or similar).
- Strong understanding of GAAP principles, particularly as they apply to nonprofits.
- High level of accuracy and attention to detail.
- Strong organizational and time management skills.
- Ability to handle confidential financial information with discretion.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Excel and financial reporting tools.

#### Personal & Ministry Alignment

- Affirmation of EFM's mission, vision, and statement of faith.
- Commitment to stewardship, integrity, and transparency.
- Ability to work collaboratively within a Christian ministry environment.
- Sensitivity to cross-cultural ministry contexts and global operations.

### **Core Competencies for a Missions Context:**

Because this role supports global ministry work, the ideal candidate will demonstrate:

- Commitment to the importance of donor trust and accountability.
- Awareness of the unique financial structures of missionary support raising.
- Ability to manage restricted funds with precision.
- Grace and clarity when communicating financial matters to missionaries and donors.

### **Compensation and Benefits:**

- Compensation: \$25/hour for 25 hours per week.
- Flexible remote work schedule.
- Professional development opportunities and spiritual care support.

### **Hiring Timeline:**

- Start Date: July 1, 2026
- Interested candidates should send a cover letter and resume to: Christy Neifert, Director of Operations at [christy@friendsmission.com](mailto:christy@friendsmission.com).