

WORLDWIDE DISCIPLESHIP ASSOCIATION

FINANCE COORDINATOR

SERVE GOD'S PEOPLE.
IMPACT THE NATIONS FOR CHRIST.



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FINANCE COORDINATOR

Job Title: Finance Coordinator

Department: HQ

Reports to: Finance Manager

Status: Part-time (28/hrs on payroll weeks; 7+/hrs on non-payroll weeks)

Compensation: \$1,050 - \$1,312 per month + personal support

The WDA **Finance Coordinator** serves as part of the Finance Department of WDA, and is responsible for providing excellent support, care, and service to WDA staff members and donors in areas of finance, giving, and human resources support.

This position is vital to ensuring that WDA and its staff teams can carry out the mission to fulfill the Great Commission effectively.

Qualifications:

- Christian / Passionate about discipleship / High integrity
 - Able to model & inspire others toward high morale
 - Humble, compassionate & hard working
 - 2-3 years experience in payroll processing or accounting
 - Excellent customer service skills
 - Able to set & meet deadlines
 - Team player, able to galvanize others
 - High attention to detail, excellence with numbers
 - High level of discretion and fidelity
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Position Duties + Responsibilities

The Finance Coordinator position holds a variety of responsibilities, serving as the primary implementor of WDA's payroll processing and assisting in areas of donation processing, accounting, onboarding, personnel file management, etc.

Payroll:

- Input Contributions and Donations into Neon and QuickBooks
- Apply admin fees, stipends, insurance, staff-to-staff transfers to staff accounts in Quickbooks
- Payroll Exceptions
- Backpay Management
- Reimbursements
- Overall Staff Account review
- Direct Deposits
- Print and maintain Payroll Reports
- Email Account Summaries to staff members
- Occasional wire transfers, bank transfers, check remittance, invoice payment

Additional Financial & Human Resources Services:

- Donation Processing
- Gifts Team Support
- Personnel Filing & Digitization
- Staff Onboarding Support - creation of campaign(s), donation form, webpage, and internal announcement
- Onboarding Follow-Up
- Accounting Redundancy

Occasional Administration:

- Book Order & Inventory Assistance
- Field Report Drafting
- Covering Phones

Additional tasks as assigned by supervisor.

The option & ministry of Support Raising:

Because employees at WDA are serving the mission of worldwide discipleship, they are invited to raise personal support. This may be a great way to get one's church or mission-minded networks excited about supporting the Great Commission. The act of raising support maximizes the employee's pay while maturing disciplines of faith, communication, generosity, and ministry in the employee.

- Work with director to set support raising benchmarks.
- Develop a presentation to share your ministry with WDA to missional people.
- Schedule donor & support meetings.
- Communicate regularly with your network about your ministry work.

Desired Outcomes

- Create a warm and welcoming atmosphere for new & existing staff
 - Deliver payroll consistently, excellently, and professionally
 - Ensure all staff are educated and utilizing accounts, forms, and policies accurately and for their benefit
 - Serve staff, donors, and customers efficiently & effectively
 - Maintain accurate records and consistent, informative reports
 - Quickly identify anomalies and identify solutions
 - Help the organization maintain positive fiscal integrity and reputation
 - Increase office and ministry morale (set the tone for others)
 - All efforts support the end goal of people being disciplined, actively discipling others, or supporting discipleship financially
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Required Credentials

1. Bachelor's degree in relevant field (completed or in progress)
2. 2-3 years experience in payroll processing
3. Accounting experience preferred

Profile of the Ideal Candidate:

Work-based Skills

- Proficient in Microsoft Office Suite, Quickbooks or other accounting software
- Strong quantitative and analytical skills
- Mathematically inclined
- High attention to detail
- Ability to ask questions & problem solve
- Financial integrity & discretion
- Quick learner & technologically savvy
- Patient / Ability to remain focused & self-motivated

Personal / Interpersonal / Spiritual

- Passion for discipleship and a desire to make a difference in the world
 - Shows humility and curiosity
 - Strong communication skills
 - Ability to work with a wide range of people
 - High level of cultural sensitivity
 - Strong interpersonal skills
 - Collaborative working style
 - Creative and results-oriented mindset
 - Entrepreneurial mindset
 - High emotional intelligence
 - Demonstrates healthy conflict resolution and emotional health
 - Exemplary spiritual life and emotional maturity
 - Committed Christian in agreement with WDA's Statement of Faith
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About WDA

WDA's mission is to serve the Church worldwide by developing Christlike character in people and equipping them to disciple others according to the pattern Jesus used to train His disciples.

In 1974, WDA began as a campus ministry emphasizing replicable discipleship (spiritual mentorship) and Christian maturity. **Now, 50 years later, WDA operates in more than 70 countries** equipping disciple-making leaders who develop life-long followers of Jesus Christ.

Based on Jesus' ministry to His own disciples, WDA has developed an intentional and progressive growth curriculum for Christians, **training pathways for disciple-making leaders**, and relational small group experiences to help people flourish in Christ.

Learn more about WDA at disciplebuilding.org.

Email CV and Cover Letter:

careers@disciplebuilding.org

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