

# Job Posting Director of Finance



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## IMMEDIATE JOB OPENING

Posted: March 18, 2026

**Position Title:** Director of Finance

**Employment Status:** Full-Time, Exempt

Please refer to the attached **Job Description** for detailed information regarding responsibilities, qualifications, and requirements.

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## Application Instructions

Interested applicants should submit all required materials to:

**Geneva Benefits Group**

**Attn:** Heather Chambliss

**Email:** heather.chambliss@genevabenefits.org

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## Applicant Information

**Applicant Name (First and Last):** \_\_\_\_\_

Applicants must confirm completion and agreement with the following by checking each box and returning this page with their application materials:

- Cover Letter Included
- Resume Included
- Agreement with Geneva's Employer Statement (see below)
- Agreement with Geneva's Statement of Faith (attached)

## **Employer Statement**

Geneva Benefits Group not discriminate against any person on the basis of race, color, gender, national origin, age, disability, or veteran status, whether in hiring, promotion, pay, or benefit decisions. Nevertheless, as a Christian ministry, Geneva reserves the right to hire only those individuals who make a credible profession of faith in Jesus Christ and who demonstrate qualifications for the position being filled. While as a church entity, Geneva is not subject to the Americans with Disabilities Act, Geneva does not discriminate against any qualified individuals with a disability. Geneva will make reasonable accommodations to allow a disabled employee to perform the essential functions of his or her job whenever possible. It is the responsibility of the disabled employee to request an accommodation of his or her physical or mental disability by contacting his or her supervisor.

## About Geneva Benefits Group

As an agency of the Presbyterian Church in America (PCA), the role of Geneva Benefits Group is to “Prepare, Protect, and Nurture” ministers, missionaries, lay employees, and their employing ministries through the provision of employee benefits, financial consultation and counseling. The programs and services provided through Geneva, including retirement planning, insurance benefits, wellbeing advocacy and relief assistance.

### Our Vision

We believe the gospel advances and the church thrives as men and women who serve PCA ministries grow spiritually and financially healthy.

### Our Values

**We Know You:** We Understand Ministry Life

**We Know How:** We Continuously Pursue Excellence

**We Care:** Relationships Are Our Bottom Line

### Our Mission Statement

Geneva Benefits Group supports the wellbeing of ministry leaders, workers, and their families, so they can live generously in every season of ministry.

# Job Description

## Director of Finance



Job Title	Division & Department	Reports to	Employment Status	Date Created
Director of Finance	Div: Finance & Administration Dept: Finance	V.P. of Finance & Administration	Exempt Full-Time	12/03/2020

### Summary

The Director of Finance partners closely with the VP of Finance & Administration to protect Geneva Benefits Group's (Geneva) financial integrity, ensure compliance, and lead all accounting operations. This role is responsible for timely financial reviews, identifying trends, and flagging any irregularities or concerns.

With a strategic and forward-looking mindset, the Director of Finance collaborates with the Executive and Strategic Teams (ELT/SLT) to develop annual budgets and produce ad hoc reporting that supports Geneva's long-term goals. This position also serves as the primary liaison to Geneva's External Auditor and manages ongoing accounting matters with the Accounting and Risk Assessment Consultant.

### Key Responsibilities

#### Strategic Leadership & Planning

- Work with the VP of Finance & Administration to implement priorities that reflect Geneva's Mission, Vision, and Values.
- Serve as a financial advisor to the Executive Team, offering insights that shape organizational strategy, providing recommendations as necessary.
- Prepare and present financial reports, analyses, and strategic updates to the Board of Directors and Governance Committee.
- Communicate complex financial information in a clear, accessible way for diverse stakeholders, including program leaders and board members.
- Guide long-term financial planning, forecasting, and scenario modeling to support mission growth and sustainability.

#### Leadership & Collaboration

- Oversee daily management of the Finance department.
- Demonstrate the ability to inspire and develop team members.
- Delegate responsibilities effectively and coach staff to meet performance expectations.
- Conduct timely, constructive performance reviews.
- Manage corrective actions in alignment with company policy.

**This Section to be Updated by HR Department Only**

Title JD – Director of Finance  
Author C Lilly  
Dept Owner Finance  
Approved by ELT

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Last Revised Date 03/03/2026

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**Financial Review, Analysis & Reporting**

- Lead comprehensive review and analysis of monthly financial statements, fund activity, and organizational performance.
- Monitor financial trends, identify variances, and provide clear, actionable insights to leadership.
- Oversee analysis of restricted and unrestricted funds, grants, and program budgets to ensure compliance with donor intent and grant requirements.
- Develop and refine financial dashboards, KPIs, and reporting tools tailored to nonprofit operations.
- Ensure accuracy, clarity, and timeliness of all internal and external financial reporting, including reports for funders.

**Governance, Audit & Internal Controls**

- Manage the annual audit process, including preparation, coordination with external auditors, and resolution of findings.
- Maintain and strengthen accounting policies, internal controls, and financial procedures consistent with nonprofit best practices.
- Ensure compliance with GAAP, IRS regulations for tax-exempt organizations, and grantor requirements.

**Budgeting & Forecasting**

- Lead the annual budgeting process, including development, consolidation, and presentation of organizational and program budgets.
- Conduct ongoing budget monitoring, variance analysis, and financial performance reviews.
- Partner with program and development teams to ensure budgets align with programmatic goals, grant requirements, and organizational priorities.

**Operational Finance & Vendor Management**

- Oversee day-to-day financial operations, ensuring accuracy, efficiency, and strong stewardship of donor and grant funds.
- Manage vendor relationships, contract negotiations, and financial terms to optimize value and mitigate risk.
- Support procurement and financial decision-making across departments.

**Research, Training & Continuous Improvement**

- Stay current on nonprofit financial trends, regulatory changes, and emerging best practices.
- Provide training, mentorship, and guidance to finance staff and program leaders on budgeting, grant compliance, and financial literacy.
- Lead initiatives to enhance financial systems, processes, and reporting capabilities.

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**Faith Qualifications**

- Demonstrated devotion to Jesus Christ, personal holiness, and a passion for making Him known.
- A Christian exhibiting mature spiritual growth, evidenced by the fruit of the Spirit and a firm grasp of foundational Christian doctrine.
- Active member of an evangelical church that affirms the tenets of historic Christianity (PCA preferred but not required).
- Genuine passion for serving the church and its ministry leaders.
- Affirmation of Geneva’s Statement of Faith and adherence to the organization’s Code of Conduct.

**Professional Qualifications**

**Education & Experience**

- Bachelor’s degree in Finance or Accounting required.
- Graduate degree preferred.
- CPA license.
- 10+ years of progressive financial leadership experience, ideally within a nonprofit environment.

**Essential & Key Skills**

- Strong analytical skills with demonstrated experience in financial review, modeling, and reporting.
- Deep understanding of nonprofit accounting, GAAP, grant management, and fund accounting.
- Proven experience working with executive leadership, boards, and external auditors.
- Excellent communication, strategic thinking, and teamwork abilities.
- Strong relationship-building skills with internal and external partners.
- Excellent written and verbal communication skills.
- Service-oriented mindset and commitment to supporting others.
- Adaptability and resourcefulness in a dynamic environment.
- High professionalism, discretion, and confidentiality.

**Technical Skills**

- Proficiency with Office 365, Adobe Acrobat, Asana, and the ability to learn additional software tools.

**Additional Skills**

- Ability to collaborate with Geneva personnel and PCA committees/agencies.
- Perseverance in challenging ministry and business environments.

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# Job Description

## Director of Finance



### Professional Development

- Ongoing participation in continuing education in relevant disciplines and skills.
- Regular involvement in denominational and professional associations (e.g., General Assembly, presbytery activities, CBA, Church Alliance).

### Location

- This position is fully on-site at Geneva’s offices in Lawrenceville, Georgia.
- Remote work is not available for this role.

### Travel Requirements

- Periodic travel may be required to support organizational needs.

### Working Conditions

- Work is performed primarily in a standard office environment.
- Reasonable accommodations will be provided for individuals with disabilities.

### Other Information

- This job description is not intended to be exhaustive. Employees may be asked to perform additional duties as assigned.
- This document does not constitute an employment contract, implied or otherwise; employment remains at-will.

<b>Author:</b>	Chet Lilly
<b>Title:</b>	V.P. of Operations
<b>Date Approved:</b>	12/03/2020
<b>Reviewed By:</b>	Chet Lilly
<b>Title:</b>	V.P. of Finance & Administration
<b>Date Reviewed/Revised:</b>	03/03/2026

*A job description should be reviewed annually and updated as often as necessary.*

**See following page for revision tracking notes.**

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**Purpose.**

We believe it is important for current and future employees to understand the values inherent in our ministry and what is expected of them as we seek to serve our mission. To that end it is our conviction that we uphold the dignity of each individual as we embrace the unchanging and longstanding principles of scriptural truth. The Geneva Benefits Group (Geneva) Statement of Faith is not an exhaustive statement of our beliefs. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior. As Geneva is an agency of the Presbyterian Church in America (PCA), the Constitution of the Church shall have control over any provisions of this document. Nonetheless, in order to provide transparency about our beliefs the following Statement of Faith has been created.

**We Believe.**

1. The Bible to be the inspired, infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. There is one God, eternally existent in three persons-Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. In the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. In the necessity of regeneration by the Holy Spirit for salvation because of the radical corruption of human nature, and that one is justified on the single ground of faith in the shed blood of Christ, and that only by God's grace through faith alone are we saved (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. In resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28-29).
6. In the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).
7. In the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).

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**This Section to be Updated by HR Department Only**

Title	Statement of Faith
Author	C Lilly
Dept Owner	HR
Approved by	ELT

Policy Number	HR-008
Creation Date	07/26/2022
Review Date	08/05/2024
Last Revised Date	08/06/2024

**POLICY**  
**Statement of Faith**



- 8. The Gospel message is for every tribe, tongue, and nation. (Revelation 7:9-10, 14:6).
- 9. Bible-believing, professed Christians should be faithful members of a Gospel preaching church. (Acts 2:42,44,46; Hebrews 10:24-25).

This Statement of Faith reflects the intentions of Geneva. However, all hiring, job placement, discharge, and other employment decisions will be made in and at the sole discretion of Geneva.

Regardless of denominational affiliation, all employees agree to respect the PCA's and Geneva's beliefs. Geneva reserves the right to discharge employees for any reason, including but not limited to immoral or unethical conduct, conduct contrary to Scriptural teachings, habitual or unrepentant sin, and conduct negatively affecting other employees or reflecting negatively on Geneva's ministry and witness for Christ, and without regard to whether such conduct occurs on or off company time or premises.

Geneva's Executive Leadership Team ("ELT") holds final interpretive authority on biblical meaning and application with regard to the impact of PCA faith, doctrine, policy, practice, and discipline on all Geneva employment and operational decisions.

*The ecclesiastical Constitution of the Church is defined in the Book of Church Order, Preface III. The provisions of the Constitution shall [have] control over any provisions of this Policy to the extent of any conflict therewith.*

I hereby acknowledge that I have received, read, and understand this Statement of Faith as outlined above. I also acknowledge that I am in agreement with this Statement of Faith.

<b>Signature</b>	
<b>Printed Name</b>	
<b>Date</b>	

Return signed form to the Geneva's HR Department

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