

CEFC Controller

CEFC is seeking a Controller with a desire to use their professional gifts and talents to serve the local church and lead in a Christ-centered environment. The Controller reports to the Executive Director of Operations and supervises the Finance Team. The Controller is responsible for planning, implementing, and managing all financial-related activities of the church. This includes (but is not limited to) direct responsibility for banking activities, accounting, finance, forecasting, strategic planning, purchasing, investments, negotiations, and compliance.

CEFC is a multi-site church in the greater Harrisburg area with our broadcast location in Carlisle, PA. Carlisle is a historic town known for its restored architecture and tree-lined streets once walked by George Washington. With mountains on the horizon, trout-filled streams, and the Appalachian Trail nearby, it is a great place to call home. If you are looking for big-city amenities, Harrisburg is just across the Susquehanna River and Washington D.C., Philadelphia, and New York City are all just a short distance away.

Ministry Area/Department	Finance Team
Position	Controller
Reports To	Executive Director of Operations
Ministry Target	Church-wide
Position Is	Paid full-time staff w/Benefits
Spiritual Maturity Level	Growing Christian seeking to live all of life for Christ in a manner consistent with CEFC's vision and values.
Spiritual Gifts	Leadership • Administration • Serving
Talents or Abilities Desired	<ul style="list-style-type: none"> • Strong financial management and accounting background • Ability to perform financial analyses • Experience with QuickBooks and Excel
Best Personality Traits	Self-starter • Relational • Positive • Detail Oriented
Passion For	Good stewardship, financial responsibility, and helping others

ANTICIPATED TIME COMMITMENTS:

This is a full-time staff position requiring 40+ hours per week. Some remote work may be possible. It may also be possible to work part-time (approximately 32-36 hours/week).

RESPONSIBILITIES:

Strategy, Planning, and Management

- Provide leadership and supervision for the Finance Team.
- Communicate and engage with the Executive Team.
- Align resources with church goals and priorities through budget development and execution.
- Collaborate on operational and strategic issues; provide strategic recommendations based on financial analysis and projections.
- Oversee the day-to-day activities of the finance team to ensure quality control, productivity, accuracy, efficiency, and team cohesiveness.
- Create and establish yearly financial objectives that align with the church's plan for growth and expansion.
- Recruit, interview, and hire finance and accounting staff as required.
- Review all current finance-related procedures, processes, and administration, recommending improvements to the systems in place and managing systems going forward.
- Implement financial policies, procedures and processes as deemed appropriate by the Executive Team.
- Oversee the preparation and approval of all financial reporting materials.
- Work with staff to develop and improve purchasing protocols.

Financial Analysis, Budgeting and Forecasting

- Prepare and communicate annual and monthly financial statements for the Lead Pastor and Executive Team; present reports at Board meetings and as requested by the Lead Pastor.
- Oversee budgeting and the implementation of budgets so as to monitor progress and present financial and operational metrics.

Accounting

- Oversee the month-end close process.
- Oversee preparation of monthly, quarterly and annual financial statements.
- Review all month-end closing activities including general ledger accounts, balance sheet accounts and overhead cost allocation.

- Serve as a key point of contact for external auditors; manage preparation and support of all external audits.
- Monitor and reconcile AR and Expenditures; advise Executive Team of any recommended changes to financial projections

Cash Management

- Oversee weekly cash management and AP. Work with Executive Director of Operations to approve large payables, sign checks, authorize large wires and ACHs.

Compliance

- Ensure legal and regulatory compliance regarding all financial functions.
- Remain up to date on nonprofit audit best practices and state and federal law regarding nonprofit operations.

This job description is intended to represent key areas of responsibilities; specific assignments may vary from time to time, and other duties may be assigned.

WHAT A STRONG CANDIDATE WOULD LOOK LIKE:

Education & Experience

- A Bachelor's degree is required.
- Preference will be given to candidates with a minimum of five (5) years of professional experience.
- Demonstrated experience in financial management, accounting, and operations development, with some experience ideally in the nonprofit sector.
- Proficiency in Microsoft Office Suite.

Personal Characteristics

- Demonstrates a strong relationship with Jesus Christ and a faithful Christian walk, exhibited by a Christ-like, servant attitude.
- Ability to execute strategic operations.
- Devoted to the call of God and the vision of the church.
- Exhibits trust in the team and trustworthiness as a leader.
- Operates with a spirit of excellence.
- Exhibits work that is organized and structured.

To apply, applicants should submit a cover letter and resume to resume@cefc.church.