

CHURCH OF THE CITY

Position Description

Title: Chief Financial Officer
Department: Executive Office

Summary:

Participating as a key member of the executive leadership team, the Chief Financial Officer will provide both strategic perspective and primary day-to-day responsibility for planning, implementing, managing and controlling accounting and cash related activities along with financial planning for all Church of the City churches.

Required Competencies:

A successful candidate understands the COTC culture, is proactive, meets deadlines, maintains confidentiality, communicates effectively, performs tasks to ensure workflow runs smoothly, and possesses necessary relational skills (i.e. emotional intelligence, communication and conflict resolution) needed to navigate the needs and requests of the organization.

Essential Duties and Responsibilities (Other duties may be assigned):

Strategic Leadership Responsibilities:

- Directly oversee accounting operations, identifying and implementing systems and software for financial and operational performance, providing suggestions for automating processes and increasing efficiency.
- Establish operational benchmarks, forecasting and resources needed to achieve strategic goals, working in tandem with the leadership team to set standards of accountability and clearly defined measurements of success
- In collaboration with Finance and IT, evaluate operational performance by analyzing data and creating KPI metrics and reporting
- Motivate and lead a high-performing accounting team, including recruitment of those not currently in place and mentoring for development of the current team.
- Manage vendor relationships

Finance & Accounting Leadership Responsibilities:

- Perform risk management by analyzing the church's liabilities, investments and capital structure

- Help ensure the annual budget aligns with organizational values and metrics.
- Ensure cash flow is appropriate and in alignment with church operations
- Determine accounting and tax implications for business decisions, including financial initiatives for potential growth.
- Implement policies, procedures, and processes as deemed appropriate by the executive leadership team.
- Partner with the leadership team to assess and evaluate the financial performance of the organization with regard to goals, budgets, and forecasts.
- Manage analysis activities and reporting for ministry and business-related budgeting and forecasting.
- Provide regular maintenance and backup of finance/accounting and operating systems.
- Review and ensure application of appropriate internal controls and financial procedures.
- Ensure timely and accurate financial reporting data, including general ledger accounts, balance sheets and cost allocation.
- Assure conformity with professional accounting standards and best practices in accordance with GAAP and serve as key point of contact for external auditors.
- Partner with I.T. department to oversee the management, maintenance, and upgrades of the church's accounting and operating system software.

Supervisory Responsibilities

Central Support Team members

Qualifications

A Christian in submission to the authority of the Scriptures and the Holy Spirit, as evident in lifestyle. Subscribes to and is in full agreement with the Church of the City's Statement of Faith. Represents and upholds the mission, vision, and culture of Church of the City by demonstrating a strong work ethic, positive attitude, and learning posture. Incumbent is willing to become a stakeholder of COTC within six months of hire.

The criteria listed below are representative of the knowledge, skill, experience, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Qualifications include but are not limited to:

Education: Bachelor's degree in accounting or finance required (Master's/CPA preferred). 10+ years' experience (preferably in senior management).

General Skills: Must have general computer skills including a working knowledge of Microsoft Office; protects confidential information; knowledge of general business practices; strong organizational skills and high attention to detail; strong communication skills (written and verbal); ability to adhere to deadlines and execute on tasks and handle multiple, diverse assignments; effective time management skills; ability to work well in teams; demonstrated ability to be innovative and suggest changes/improvements within the scope of work; anticipate needs and create efficient and effective processes; self-motivated and takes responsibility/ownership of tasks; demonstrates flexibility and adaptability to changing situations; demonstrate a high level of customer service, friendliness, and etiquette consistent with the culture of the organization.

Experience: A satisfactory equivalent of education, training, and experience in related fields and/or educational disciplines, sufficient to qualify for the requirements of the position.

- Non-profit accounting experience preferred.
- Systems implementation experience strongly preferred