

CEDARCREEKCHURCH

Position Title: Financial Controller
Reports to: Exec. Director of Ministry Services
Average Hours Per Week: 40

Department: Ministry Services
Campus/Team: Finance
Salary/Hourly: Salary

Position Summary:

The Financial Controller of the church is responsible for developing, implementing and managing the financial information and systems of CedarCreek Church. This financial information needs to be accurate and processed in a timely manner for the church donors, staff, leadership and outside annual audit needs and requirements.

Position Responsibilities

- Leadership and direction for all financial and donor responsibilities and requirements
- Oversight of the monthly accounting ledger and the outside annual audit
- Provide reports and analysis that will give a clear picture of current financial reality
- Oversight of the annual budgeting process and other projections
- Research and present financial best practices implemented by other churches
- Design and maintain account and financial reporting and reimbursement structure
- Continuous evaluation of the financial accounting policies and procedures
- Leadership of the Finance Team in a responsible, collaborative, life giving manner

Position Requirements:

- Alignment with CedarCreek Cultural Values
- Current or future member at CedarCreek Church
- Be the go to person for church giving and financial information
- Have a comprehensive knowledge of budgeting, finance, accounting and cost control principles
- Able to communicate a message forward – written and verbal
- Perform general ledger accounting and monthly bank reconciliations
- Maintain effective controls by establishing and maintaining accounting policies and procedures
- Manage all internal and external annual audit needs and process
- Able to handle confidential information with discretion and integrity
- Develop financial overviews and summaries
- Research and implement new technology and software that will improve the efficiency of the team
- Avoid legal challenges by understanding current and proposed legislation
- Ability to handle multiple projects effectively
- Any additional requirements set by Direct Report, Executive Director, and/or Elders

CEDARCREEKCHURCH

Beneficial Skills:

- Accounting or Finance Degree
- Previous experience with church and nonprofit tax exemption and regulations
- Knowledge of church and nonprofit handling of charitable gifts

Attributes:

- Analytical
- Critical Thinker
- Detail Oriented
- Self-Starter
- Positive attitude
- Heart of a servant
- Fun/enjoyable
- Ability to effectively prioritize and execute tasks in a results oriented culture
- Trustworthy and responsible
- Adaptable

Typical Work Week:

- Tuesday - Friday: 9am-5pm
- Monday: 6:30am start time (Weekend Offering Count Team requires an earlier start)

Disclaimer:

Nothing in this job description restricts the right of the Position's Direct Report to assign or reassign duties and responsibilities to this job at any time. This is an at-will position and can be terminated at any time.

Position's Signature

____/____/____

Date

Direct Report Position's Signature

____/____/____

Date

Executive Director's Signature

____/____/____

Date

cc.
Direct Report
Executive Director
HR/Employee File