

Water Street Ministries Job Description Chief Financial Officer

Summary: Responsible to grow the ministry and assure goals and objectives are being achieved; and for the leadership and oversight of financial processes and operations including: all financial accounting, budgeting and financial analysis necessary for WSM to make sound business decisions; human resources strategies; information technology strategies; and physical plant and real property. This position also assists in setting the strategic objectives and goals of WSM.

FLSA: Exempt

The Chief Financial Officer must be:

1. Willing to sign the Water Street Ministries' Statement of Faith
2. A current and active member and/or regular attendee of a local church.
3. Able to fully support the Water Street Ministries' core values and ministry philosophy.

Essential Functions:

- Provide leadership to all financial/operational aspects of the ministry
 - Responsible for driving operational functions to support WSM services, business goals and objectives
 - Oversee the implementation and maintenance of systems and procedures that will provide timely, accurate and thorough reports on the overall operating condition of WSM
 - Responsible to evaluate potential acquisitions, strategic alliances, joint ventures, and new opportunities
 - Responsible for measurement and effectiveness of all internal and external financial processes
 - Provide timely and accurate analysis of budgets, financial reports and financial trends to assist the President/CEO and Board or other senior executives in performing their responsibilities
 - Work with executive leadership staff to develop, communicate and implement effective and steady growth strategies and processes
 - Develop a reliable cash flow projection process and reporting mechanism which includes minimum cash threshold to meet operating needs
 - Conduct, oversee and review the financial analysis and reporting function
 - Oversee the audit and tax preparation functions
 - Manage compliance with relevant bodies - IRS, AICPA (GAAP), PA (various), ECFA, FHLB
 - Treasury/cash management to maximize the effectiveness of available funds
 - Monitor outside asset management of investment accounts in accordance with investment policies
 - Develop and manage processes that support donor related functions such as administration of bequests, donations of securities and gift annuities
- Provide leadership to operational aspects of the ministry including oversight human resources, technology and stewardship of capital resources and the physical plant.
 - Enhance and/or develop, implement and enforce policies and procedures of the organization through systems that will improve the overall operation and effectiveness of WSM
 - Oversee human resources functions toward maximizing engagement of staff and volunteers in the achievement of ministry goals
 - Manage the benefit plans for the organization and inform staff regarding benefit plans
 - Make key business decisions with regard to insurance, risk control, and overall benefit costs
 - Provide leadership to the maintenance of the physical assets of the ministry including all real property and equipment
 - Provide the leadership necessary for WSM to strategically deploy technology for effective accomplishment ministry goals
- Actively participate in setting the overall business strategies which will assist WSM in meeting its goals
 - Foster a work environment within WSM that reflects the core values and ministry philosophy of WSM
 - Work in harmony with executive leadership to establish, monitor and support ministry goals and strategies.
 - Provide good communication to all levels of the organization through an ability to install and drive processes
 - Develop a strong unified team through leadership, innovative thinking and organization
 - Participate in executive and management level strategic and tactical planning meetings.
- Other duties may be assigned.

Supervisory Responsibilities:

- Directly supervises three-seven staff
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws
- Interviewing, hiring and training staff, planning, assigning and directing work; appraising performance and coaching staff toward success

Qualifications:

- The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job, which include regularly required to stand, walk, or sit and use hands to finger, handle, or feel, and is occasionally required to lift and/or move up to 35 pounds
- Bachelor's degree in accounting is required; a CPA or CMA is strongly preferred; minimum 6 years experience in audit, accounting management or working as a Controller
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports and legal documents.
- Ability to write reports, business correspondence, proposals and procedure manuals
- Ability to respond to common inquires from donors, regulatory agencies or members of the community.
- Ability to communicate effectively and present information to top management, public groups, team leaders and the board of directors
- Ability to apply mathematical operations to tasks such as frequency distributions, test reliability, validity, analysis of variance, correlation techniques, sampling theory and factor analysis
- Ability to define problems, collect data, establish facts and draw valid conclusions
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to be available an occasional weekend or evening for donor or ministry activities

Signatory Authority: as determined by corporate policy

Supervised by: President/CEO

Christian Life: As an employee of Water Street Ministries, you are an important member of a Christian Missionary organization. All staff members are Christian missionaries and are required from time to time to participate in chapel services, outreach ministries, or counseling sessions. Because of the nature of these types of ministries it is an absolute necessity that you possess and maintain a testimony or lifestyle that is above reproach. What you do on your own time may seriously affect your ability to perform these types of ministries, which are an important part of your job.