

The BLVD is seeking a Chief Financial Officer (CFO) who will be responsible for overseeing and managing all financial areas of the church, including accounting, budgeting, forecasting, financial analysis, reporting, contract negotiations, contract management, and compliance. Works in tandem with the church's senior leadership team to strategically plan and manage the annual budget to achieve the church's mission and ministries objectives.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Directs and provides supervision to Chief Accountant, Accounts Payable/Contributions Clerk, Family Life Center staff, and the Stewardship Committee.
- Prepares financial forecasts, projections, and analysis that enables the church's leadership to understand and make informed decisions regarding the financial health of the church.
- Oversees the daily fiscal processes including accounts payable, accounts receivable, and other financial disbursements.
- Creates and manages the annual budget development process.
- Prepares work papers and manages church's annual external audit.
- Develops and manages the internal financial control practices and procedures to minimize financial risks.
- Ensures financial transactions follow accounting standards/principles General Accepted Accounting Principles (GAAP).
- Ensures local, state, federal tax filings and payments are made timely.
- Manages accounting systems and donation platforms, timely reviews, analyzes and reconciles balance sheet, related revenue, and expense accounts transactions.
- Provides timely financial reports to Senior Pastor, staff leaders, Administration and Finance Committee, Church Council, and congregation.
- Works in conjunction with Church Treasurer, Church Council, Internal Audit Committee, Administration and Finance Committee, and Lease Committees.
- Reviews semimonthly employees' payroll data entry transactions for correctness, work hours, pay rates, changes, etc. Complies and processes monthly employer's and employees' pension payments.
- Prepares detail membership giving units analysis comparison reports.

- Monitors and manages Church's cash and investments.
- Provides bank(s) with financial data for loans and evaluates bank(s) loan proposals.
- Ensures finance policies and procedures contract management compliance. Works with staff who may be entering into contracts as either providers or recipients of outside services. Ensures terms of such contracts and that the financial commitment or return is a reasonable value.
- Negotiates and generates contracts and ensures compliance, contract relations, contract billing and collections.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, participating in professional societies, etc.
- Attends appropriate meetings with established standing committees as necessary and others as assigned.

MINIMUM QUALIFICATIONS: Bachelor's degree in Accounting or Finance; Certified Public Accountant designation is required.

EXPERIENCE: Must have a minimum of seven (7) years' relevant work experience in accounting and finance (e.g., financial analysis and reporting, budgeting, forecasting, cash flow and tax compliance) in a non-profit or corporate environment; 4 years of leadership/management experience. Experience managing external audits; Must be proficient in Microsoft Office Suite and accounting software; excellent verbal and written communication relations skills. Must be bondable.