



Position Description

Position Title: Chief Financial Officer
Reports To: President
Hours/Location: Part-time, 20 to 25 hours per week, Fully Remote

SUMMARY

The Chief Financial Officer (CFO) is a member of the Executive Leadership Team and leads all financial operations of the ministry. He/she is committed to the mission of Legacy Coalition.

QUALIFICATIONS/REQUIREMENTS

- Experience as an organization's Financial Leader, (eg Chief Financial Officer (CFO) / Controller), ideally in a nonprofit with multiple programs.
- Minimum of a BA; CPA or MBA preferred.
- Demonstrated leadership skills in evaluating, reporting and presenting financial information.
- Experience with cash management, investments, audit activities, and accounting and reporting software.
- Personal qualities of integrity, credibility, and commitment to the mission and ministry.

ESSENTIAL JOB DUTIES

- Is the ministry's financial leader in financial management reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and investment accounting. Provide reports on a regular basis to the Senior Leadership and the Board.
- Keen analytic, organization, and problem-solving skills that allow for strategic data interpretation versus simple reporting. Ability to communicate and translate complex financial concepts to individuals at all levels, financial data to senior management, the Board, and outside partners when appropriate.
- Oversight of the accounting services provider and accounts, ledgers and reporting systems to ensure compliance with GAAP standards and regulatory requirements.
- Maintain internal controls and safeguards for receipt of revenue and actual expenditures.
- Manage the performance of invested assets in keeping with ministry policies and guidelines. Will serve as a member of the Board's Finance Committee.
- Coordinate audit activities, preparation and review of the annual 990 reports.
- Develop annual revenue and expense budgets, tracking progress against budgets.
- Manage interfaces with banking, financial services, insurance agents and brokers.
- Lead a diverse financial team in a virtual office environment.
- Available to participate in weekly 'ZOOM' meetings.

GENERAL REQUIREMENTS FOR ALL POSITIONS

- A Christian, willing to sign the Legacy Coalition Statement of Faith
- Preferably a grandparent, or soon to be one
- Able to work in a virtual environment and participate in meetings via telephone or Internet technology platform (currently ZOOM)
- Retired or working part-time.