

Community Praise Church of Seventh-day Adventists

1400 Russell Rd.
Alexandria, Virginia 22301
(703) 548-5998

Job Description

Position: Chief Financial Officer / Comptroller

Purpose: The CFO / Comptroller will work under the direction of the Senior Pastor to manage the accounting and receipting functions of the congregation, produce financial reports for the conference, pastoral staff, and congregation committees. The comptroller would also serve as the administrator of the building project and the chief development officer for the capital campaign.

General Areas of Responsibility:

I. Administrative Responsibilities:

A. With Senior Pastor

1. Establishing strong and healthy professional relationships within pastoral team setting.
2. Attendance at called staff meetings to review delegated operational assignments
3. Provide weekly finance reports monitoring status of weekly expenditures and income
3. Have regular hours to provide support and supervisory assistance.

Areas of Specialty: Comptroller

I. Pastoral Relationships

A. The CFO / comptroller is a full-time employee of the Potomac Conference of Seventh-day Adventists who also performs assigned administrative responsibilities.

II. CFO / Comptroller Assignments

A. Financial Administration

1. Daily management of accounts payable and cash disbursements
2. Preparation of conference reports and church statements
3. Preparation of local and conference payroll reports and documents as needed
4. Servicing of the online service que which houses financial requests of church membership.
5. Manage the remote reporting system which allows distance access to financial data.
6. Preparation of Conference reports and church statements
7. Preparation of payroll and government reports as needed
8. Disbursements of check and purchasing requests

9. Assistance in the management of Community Praise Churches Stewardship Campaign. Tasks would include but are not limited to the following
 - a. Reporting of giving units
 - b. Reporting of financial information to communication teams
 - c. Assisting Pastor of Administration stewardship related ministry correspondence with CPC membership

III. Building / Construction

A. Financial Management

1. Corresponding with vendors in relationships to change orders and alterations with financial implications.
2. Processing all disbursements to general contractor and sub-contractors.

IV. Capital Campaign Management

A. Management /Coordination Duties – (In Partnership with Pastor for Admin)

1. Convene regular meetings for the Campaign Committee; create agenda, take notes, and send follow up reports.
2. Schedule and prepare materials for prospect and donor meetings.
3. Develop and implement a capital campaign communications plan.
4. Manage and track donor prospect pool using the donor database and other tools.
5. Help create and execute a campaign donor cultivation and stewardship plan.
6. Track and maintain the capital campaign budget, producing reports as needed.

V. Office Hours

- A. Mon-Thr – 9:30am – 5:00pm*
- B. Fri – 9:30am – 1:00pm

Educational Requirements: Qualified candidates should have an Associate's degree in accounting or business administration, or equivalent business experience, as well as a knowledge of bookkeeping and generally accepted accounting principles. Preferences will be given to candidates with a working knowledge of automated accounting software packages.

*Office hours soon to change to 4:30pm