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**“Connecting People Who Care to Ministries that Matter”**

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### **Sr. Accountant / Controller**

The American Baptist Foundation (“ABF”) is a denominational center for the creation and administration of planned giving programs and individual philanthropic gifts to support ABC ministry and mission.

#### **Position:**

Reporting to the Executive Director (“ED”), the Sr. Accountant /Controller will be responsible for oversight of ABF’s finance, accounting and reporting activities. S/he will be hands-on, lead all day-to-day finance operations and supervise a small team, including functional responsibility over accounting, accounts payable, accounts receivable, payroll, and general record-keeping functions. S/he will ensure that ABF has the systems and procedures in place to support effective program implementation and conduct flawless audits. S/he will work closely with the ED to explore how the finance function can support other areas of ABF’s ministry.

#### **Responsibilities:**

- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Maintain internal control and safeguards for financial transactions, budgets, and expenditures.
- Coordinate all audit activity.
- Consistently analyze financial data and present financial reports in an accurate and timely manner; monitor progress and changes and keep the ED abreast of ABF’s financial status;
- Assist the ED in the annual budgeting and planning process; compare budgets to actual results with a view to identify, explain, and correct variances as appropriate.
- Support the ED in engaging the board’s audit and finance committees.
- Manage organizational cash flow forecasting by working in partnership with the ED and internal financial operation’s staff.
- Manage and track the performance of invested assets in keeping with policies and guidelines.

#### **Team Leadership:**

- Leverage strengths of team members, help to clarify roles and responsibilities and develop and maximize and reach optimal individual and organizational goals;
- Provide leadership in strengthening internal communications; create and promote a positive and supportive work environment.

#### **Qualifications:**

This is an extraordinary opportunity for a mature leader with at least five years of accounting and investment operations experience, ideally experienced in accounting and audit. Personal qualities of integrity, credibility, and unwavering commitment to ABF’s mission; a proactive, hands-on strategic thinker who will report to the ED and assume the responsibility for finance; minimum of a BA; CPA and/or MBA preferred. Solid experience coordinating audit activities and managing reporting, budget development and analysis, A/P and A/R, general ledger, payroll, and accounting for investments.

**Compensation:** Competitive compensation package including employer paid contributions to a 403b retirement plan, healthcare benefits and paid time off (vacation, sick leave, and holidays).

**Applicants should send a cover letter, resume and the names, addresses and phone numbers of three (3) professional references to [Hrmatters@abhms.org](mailto:Hrmatters@abhms.org) no later than February 22, 2019.**