

**Job Title:** Director of Business & Finance  
**Reports to:** Executive Director  
**Position:** Full-time, Exempt  
**Dates of Posting:** Friday, March 19-Friday, April 2, 2021

**Position Purpose: Business**

The purpose of this position is to oversee infrastructure departments at CCEF and to manage business responsibilities.

- Oversee Buildings & Grounds, IT, Website, and Customer Service Managers
- Negotiate and procure adequate insurance coverage for the organization; oversee all corporate insurance plans
- Review and approve all departmental contracts; assist on contract negotiations as needed
- Maintain various files, especially those concerned with copyright and intellectual property
- Advise on legal matters and act as liaison with attorneys when necessary
- Special projects and additional duties as necessary

**Position Purpose: Finance**

This position is a hands-on accounting position responsible for performing and managing work related to the accounting functions (accounts payable, general ledger, financial reporting, budgeting, audits, etc.).

- Oversee the day-to-day financial activities of the organization and provide direct supervision for the Staff Accountant
- Implement and ensure financial internal controls are maintained within the organization
- Oversee the company's expenses and cash flow
- Manage the preparation of all financial statements (monthly and annually) and reports
- Manage the fiscal budgeting process
- Keep directors and executive director regularly apprised of fiscal performance vs. budget
- Monitor TD Ameritrade institutional stock account
- Ensure adequate preparation and documentation for annual financial audit
- Produce and file 1099s and 1096 reports from QuickBooks contractor records
- Maintain compliance with all states requiring charitable registration for 501c3 non-profits
- Special projects and additional duties as necessary

**Requirements**

- Travel (5%)
- On-site Position

**Qualifications**

- 5+ years in non-profit accounting
- 5+ years in non-profit management
- Bachelor's degree in business field, Accounting preferred
- Agreement and enthusiastic support of CCEF's mission
- Strong communication and management skills, proficient in Word and Excel
- Organized, efficient, relational, team-player

Please send resume and cover letter to Charlotte Eastlack, Director of Business & Finance, ceastlack@ccef.org.

*Candidates must possess an appreciation for and congruence with the stated Christian mission of CCEF to restore Christ to counseling and counseling to the church by thinking biblically about the issues of living in order to equip the church to meet counseling-related needs.*