

Christian Record Services, Inc.

5900 S. 58th Street, Suite M | Lincoln, NE 68516

Phone: 402-488-0981 | Fax: 402-488-7582

Position: Treasurer/Vice President for Finance

Reports to: President

Department: Treasury

Classification: Full Time, Exempt

Salary: Commensurate with experience in alignment
with North American Division wage scale

Date Posted: August 1, 2017

Job Description

Summary/Objective

Reporting to the President, the Treasurer/Vice President for Finance aligns institutional resources to achieve the organization's mission and strategic initiatives. Acting in cooperation with departmental directors and staff, the Treasurer/Vice President for Finance guides the financial operation of Christian Record Services, Inc. with responsible stewardship.

Duties and Responsibilities

1. Helps shape and implement strategic priorities in the organization's strategic plan
2. Manages the Treasury Department staff, activities, and procedures, including the finance and budget function of the organization, the development and administration of operating and capital budgets, the operations of accounting, general ledger, cash flow management, bank reconciliations, tax and governmental reporting, payroll, auditing, purchasing, insurance, risk management, and financial policy compliance; oversees banking and investments
3. Analyzes and constantly monitors the organization's financial results with respect to systems improvement, building reserves, and awareness of financial trends and cost drivers in the organization
4. Ensures financial reporting is timely and accurate, and distributes regular financial reports to the President, Finance Committee, Board of Directors, and others as appropriate
5. Works collaboratively with Board of Directors subcommittees as assigned
6. Develops and coordinates all relationships with lending and financial institutions
7. Maintains Christian Record's exempt status
8. Manages available supplemental healthcare, life, and other optional financial plans
9. Oversees eligibility of employee benefits
10. Processes retirement applications
11. Investigate compliance issues with wage/hour and other legal issues
12. Manages office operations
13. Serves on the Safety Committee
14. Handles special projects and assignments as necessary

Competencies and Requirements

1. Able to foster a positive and productive work environment with the ability to develop, empower, and motivate people and teams
2. Three-plus years of managerial accounting and financial management experience
3. Degree in Accounting, Finance, or Business; CPA or CMA preferred but not required; Trust Services certification preferred
4. Experience in non-profit accounting or financial administration preferred; however, candidates from other areas of financial management will be considered
5. Proven track record of strategic decision-making, experience in solving complex problems
6. Strong organizational skills, attention to detail, ability to prioritize, implement, and meet deadlines
7. Able to protect sensitive information about the organization and its employees
8. Able to mediate difficult situations
9. Able to communicate effectively both verbally and in writing
10. Able to read, write, and speak English fluently

Special Requirement

Candidate must have an expressed commitment to Jesus Christ, the teachings and mission of the Seventh-day Adventist Church, and be an active, enthusiastic Seventh-day Adventist Church member in good and regular standing.

Physical Demands

This job operates in a clerical office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, scanning and fax machines. Requires sitting, standing, bending, and reaching. May require lifting up to 30 pounds. Requires manual dexterity sufficient to operate standard office machines listed above and other office equipment.

Position Type/Expected Hours of Work

This is a full-time position. Evening and weekend work may be required as job duties demand.

Application Process

Applicants should prepare a paragraph indicating why they are interested in joining the Christian Record ministry, and should email the paragraph with a cover letter, resume, and application, and names and contact information of three references to HR@christianrecord.org. Submission of materials by email as attached Word or PDF file is preferable.