



**National Association of  
Congregational  
Christian Churches**  
Oak Creek, Wisconsin

**POSITION DESCRIPTION:  
CHIEF FINANCIAL OFFICER**

The National Association of Congregational Christian Churches (NACCC) is a non-profit organization that serves 300 diverse Congregational churches throughout the United States. The NACCC supports its membership by providing resources and fellowship opportunities, encouraging connectivity through the exchange of ideas and practices. In the spirit of Congregationalism, the NACCC works to serve humanity, supporting national and international missions.

**Job Title:** Chief Financial Officer for the National Association of Congregational Christian Churches (NACCC) and the Congregational Foundation (CF)

**Reports to:** Executive Director

**Salary/Tenure:** This is a full-time, exempt, salaried, at will position. Compensation reviewed annually by the Executive Director, in consultation with the Personnel and Administration Committee. Supporting a small, close-knit staff, the Association is attentive to work/life balance and offers a competitive benefits package.

**Purpose:** Provide sound fiscal management by collaborating with the Executive Director and Association leadership in setting direction for the NACCC and CF

**Outcomes**

- Ensuring that boards have a clear understanding of the current and prospective financial standing of the NACCC and CF
- Gathering and reporting information to assist boards and councils in decision-making
- Facilitation of a comprehensive budget process
- Oversight of payroll process and other HR functions
- Introduction of systems that promote operational efficiency
- Attentiveness to changes in relevant federal and state regulations
- Completion of tax filings
- Maintaining internal controls
- Accomplishing a successful audit
- Timely payment of all invoices

**Key characteristics**

- Understanding of non-profit accounting, financial management, and taxation
- Prudent decision-making
- Communicates in ways that cultivate understanding

- Leadership ability (preferably within the non-profit arena), with a collaborative service-oriented mindset
- Team player with both staff and volunteers
- Sound negotiator when contracting with, using, and assessing the effectiveness of service providers
- Adaptable to changing circumstances within and beyond the Association
- Plans ahead, meets deadlines, respects timelines
- Organized and attentive to details
- Proficiency in using accounting and fundraising software (Sage 300, Bloomerang, or similar)

#### **Minimum Qualifications**

- Bachelor's degree, preferably in finance or business administration
- CPA
- 7 to 10+ years of experience in an organization with complex non-profit accounting
- Solid understanding of human resources and employee benefits

#### **Physical Requirements**

##### **Essential** (*core to effective completion of the job*)

- Drive or be driven in own vehicle or use public transportation as needed; occasional long-distance travel required
- Regular mobility within an office setting to access desks, file cabinets, equipment and to meet with coworkers

##### **Non-essential** (*helpful, but may be delegated to another staff member*)

- Occasionally lifts, carries, or otherwise moves and positions objects weighing 30 to 50 lbs

The National Association is committed to equal employment opportunity for all qualified persons and will not discriminate on the basis of any individual's race, national origin, gender, age, or disability. This applies to all employee practices, including hiring, promotions, training, disciplinary action, termination, and benefits.

This position description is subject to change at any time. All position descriptions must be consistent with the Association's Staff Handbook. If there is a discrepancy between an individual position description and the Staff Handbook, the requirements of the Handbook take precedence. (Copy of Staff Handbook available upon request.)

**To apply:** Email cover letter and resume to [director@nacc.org](mailto:director@nacc.org). Review of applications will begin immediately. Applications will be accepted until the position is filled.