

Job Title: Assistant Chief Financial Officer
Member

Classification: Class VII, Exempt

Immediate Supervisors: Chief Financial Officer

Date: 1/1/2025

Purpose: As a member of the mission, we are called to proclaim the Gospel of Jesus Christ – his birth, death and resurrection. This purpose permeates all we do, including the Assistant Chief Financial Officer's participation in the financial affairs of Avant Ministries and Crossworld. The Assistant CFO plays a vital role in supporting the CFO by managing day-to-day financial operations, ensuring compliance with accounting standards, preparing accurate financial reports, and assisting with maintaining the fiscal health of the organizations.

Primary Duties and Responsibilities

- Serve as a Member of the Finance Leadership team
- Assist in developing, communicating and interpreting appropriate financial policies and FASB compliance
- Work with Finance Team on month end and year end closing, including bank reconciliations and journal entries.
- Help prepare financial and monitoring reports for both Boards and the Crossworld Finance Committee
- Assist CFO with budget development and reporting processes for both organizations
- Aid in the continued improvement of accounting software use and reporting.
- Support the CFO by maintaining robust internal controls to safeguard assets and mitigate financial risks
- Be involved with the organization investment advisory relationships for both organizations
- Play an integral part in the preparation of annual audit reporting requirements
- Participate in strategic business entity development for Limited Access Countries.
- Understand and assist with appropriate business insurance coverages for both organizations
- Collaborate with other departments to provide financial information and support
- Manage responsive and timely communication with missionaries and staff via email
- Perform other duties as assigned or requested

Job Requirements

- Participate in daily prayer time for missionary workers and attend staff and monthly Town Hall meetings
- Sign Avant Ministries Doctrinal Statement, testifying that you adhere to this doctrinal position
- Willingness and ability to teach and lead Bible devotional thoughts from time to time

Job Qualifications

- Have a calling to be a minister of the Gospel, serving in obedience to Christ as a core part of our faith
- Must be appointed as a member of Avant Ministries, either through the completion of Avant's Candidate Orientation Program or through appointment by the Avant Ministries Executive Team
- Bachelor's degree in Accounting, Finance, or related field required
- CPA or MBA (preferred)
- Minimum of 5 years of experience in accounting and financial management, preferably in a non-profit setting
- Superior analytical and reporting skills
- Excellent problem-solving skills
- Strong verbal and written communication and interpersonal skills to collaborate with diverse stakeholders
- Proficiency in accounting software and financial reporting tools

Physical Demands and Work Environment

- While performing the responsibilities of the job, the employee is required to talk, hear, use their hands and fingers to operate office machinery, is often required to sit, stand, walk, reach with arms and hands, is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. Vision abilities required by this job regularly include close vision. The noise level in the work environment regularly varies from quiet to moderate.