



Scope and Responsibilities – Manager of Finance and Operations

Position reports to President & CEO

MINISTRY OVERVIEW

Vision

Every Christian leader thriving.

Mission

To equip and unite leaders called to transform the world for Christ.

History & Impact

Christian Leadership Alliance has a rich history, and many dynamic leaders have invested in this organization through the years. The name has changed several times, but the dedication to providing Christian leaders with the best in leadership training and resources has always been at the forefront of all we do.

It all began on March 20, 1976, when a group of 20 people met for the first time in a small meeting room inside the old Rodger Young Auditorium in Los Angeles. They called themselves the Financial Executives of Christian Organizations (1978) and Christian Financial Executives Association (1976), and little did they know they were igniting a movement that is now known as Christian Leadership Alliance.

The founders identified a true felt need for professional growth and a practical understanding of business fundamentals. Ensuring all best practices were based on a biblical worldview, they were compelled to share what they knew with those who had not yet learned it. They desired to strengthen Christian leaders and the organizations they served, all for the ultimate goal of advancing the saving knowledge of Jesus Christ.

Leaders willing to invest in other leaders for greater kingdom impact were and continue to be what drives the mission of the Christian Leadership Alliance.

Christian Leadership Alliance creates experiences and resources that leverage and exchange expertise, knowledge, and innovative thinking. The Alliance maximizes multiple distribution channels, formats, and learning experiences so leaders get what they need when they need it. Extensive collaboration and a shared vision for God's plan enable us to deliver to our members and the extended Christian community higher thinking and the best practices for organizational effectiveness in nine core tracks that align in three key categories:

LEADERSHIP	STEWARDSHIP	RELATIONSHIP
Board Governance	Financial Management	Resource Development
Executive Leadership	Risk and Legal	Communications & Marketing
Personal Leadership	People Management & Care	Internet & Technology

Today the resources and experiences the Alliance Community creates influence the thinking, behavior, and development of more than 180,000 Christian leaders each year. With various resources and experiences being accessed over 1.6 million times a year, the Alliance is a significant contributor to the success of these ministries as they carry the Good News across the globe. Through live events and digital experiences, we continually connect with and engage more than 50,000 Christian ministry leaders in shared learning experiences. Our annual Outcomes Conference is a vital piece of the Alliance’s core offerings and is complemented year-round by a wide range of digital learning experiences.

Christian Leadership Alliance Value Proposition

- Personal and professional leadership and management development based on biblical principles and proven best practices.
- Engagement with a collaborative community that shares a passion for faithful stewardship, serving others, and God-honoring excellence.
- Experiences and resources inspire and encourage every Christ-follower to seek God’s will and perfect plan.
- Leadership training that points to the model of Christ and leads like him.

Core Values

Honoring God | Service to Others | Collaboration | Transformational Learning | Excellence

Foundational Scriptures

There are different kinds of gifts, but the same Spirit distributes them. There are different kinds of service, but the same Lord. There are different kinds of working, but in all of them and everyone, it is the same God at work. Now to each one the manifestation of the Spirit is given for the common good.

~ I Cor. 12:4-7

*As iron sharpens iron,
so one person sharpens another.* ~ Prov. 27:17

[All candidates must agree with and assign the Statement of Faith.](#)

SPECIFIC ROLES AND RESPONSIBILITIES

This important leadership role requires someone committed to compliance, details, and excellence. Because of the focus of the Christian Leadership Alliance, we must model best practices and faithful stewardship. This manager is expected to demonstrate strong initiative and self-management.

General Bookkeeping

Weekly management of the Accounts Receivable and Accounts Payable process to ensure compliance and proper allocations to the month-end financial reports. Must be skilled in QuickBooks and able to manage cash flow based on it. Work in conjunction with our contracted financial services company to ensure integrity and accuracy.

Oversee the tracking of donations, charitable giving requirements, and year-end communications that capture total giving for the calendar year.

Budgeting | Reporting

Responsible for annual budgeting and review of monthly financial reports. Plan and prepare the annual budget with the CEO and Board Finance Committee. Ensure the monthly Financial Report is accurate and reflects the right allocations. Monitor monthly results, review issues with the Alliance leadership team, and prepare monthly board narrative with supporting cash flow projections.

Annual Financial Stewardship Activities

Coordinate and collaborate with the ministry's financial accounting firm monthly and with the annual audit team at the end of each fiscal year. Ensure timely filing of 1099 by the accounting firm. Ensure timely renewals of the Line of Credit, technology platforms, Charitable Solicitation filings, and ECFA membership. Maintain IT services, software licensing, website domains, and communication systems.

People Management & Care Administration

Maintain HR files, and enter payroll for hourly employees. Be sure new/approved salaries and hourly rates are reported to the accounting firm. Oversee Insurance – Healthcare, D&O, General Liability, Workers Comp. Investigate pricing and research better rates/coverage. Serve as the Envoy 403(b) liaison.

Conference Financial and Operational Support

Closely monitor conference finances and unique operational activities for the Annual Outcomes Conference, the most significant event of our fiscal year.

- **Collaborate with the Event Planner** by reviewing the hotel contract and create (1) rooming list spreadsheet based on the agreed-upon room block, (2) food and beverage budgets (3) provide tax exempt certificate to the hotel, (4) complete credit application provided by the hotel, (5) create a list of meal allowances for staff and volunteers so that checks can be ordered/cash can be distributed. Analyze/split out the final hotel bill. Cross-charge sponsors who held private events.

- **Partner with the VP of Membership Engagement and Experience.** Read through the exhibitor decorator contract and create (1) signage list on event Master Grid using pricing provided in the contract, (2) connect contracted designer to exhibitor decorator contact, and (3) check to be sure shipping labels provided by exhibitor decorator are saved down and circulated for staff use.
- **Care for speakers and contracts.** Track all honorariums and expenses agreed to, including per diems, hotel nights, air, and airport transfers/Ubers. Collect W-9s from all speakers who will receive honorariums and provide them an expense reimbursement form for use after the conference has ended. Distribute honorarium checks onsite, as well as “balance due” checks for production.
- **Continuing Professional Education Credits -** Apply for CFRE and CPE credits once programming is available. Chart all programming on a spreadsheet and assign fields of study for the program. After the conference, collect credit forms and merge certificates. Mail out certificates to participants. Proofread program re: continuing education credits. Create CPE/CFRE/CCNL credit tracking sheets for use by conference attendees.

Work Environment

This is a full-time exempt position, working virtually. It is vital to be accessible for the staff of approximately 10, at consistent times Monday – Friday. Must be available to travel and be on-site for support and leadership at the Annual Outcomes Conference – for seven days. (Traditionally held in late march and throughout April.) A computer, printer, and other equipment and supplies will be provided.

EDUCATION, KNOWLEDGE, SKILLS, AND EXPERIENCE

Education

- An undergraduate degree from an accredited university with a focus on accounting and finance is preferred. Participation in Continuing Education programs or experiences. Graduate-level training is a plus.

Knowledge & Skills

- Knowledgeable of accounting standards and updates
- Understand and evaluate cash flow scenarios
- Analyze financial data
- Forecast future earnings and expenses
- Understand and apply contract provisions
- Oversee vendor and legal contracts as outlined above
- Utilize financial management systems
- Apply advanced mathematics
- Use and understand statistical modeling and spreadsheets

Practical Experience

- 10-15 years of experience in nonprofit leadership with an emphasis on financial management and operations (HR, payroll, compliance, etc.)
- Proven competency in the administration of financial and operational activities.