



Grace at the Fray

Controller for Mission Agency ***Job Opening in Philadelphia, PA Area***

Serge is a 501(c)(3) non-profit, mission-sending agency dedicated to sharing the Gospel of Jesus Christ and bringing positive transformation to communities worldwide. We are seeking a Finance Controller to lead the finance team and direct the financial administration and budgeting process of the organization, as well as provide reporting and guidance to the CFO, Executive Leadership Team, and Finance and Investment Committees of the Board of Directors. Position is full-time with benefits and allows for a semi-hybrid work arrangement. If you have the expertise required for this key role and a desire to work in a dynamic, mission-driven environment, we invite you to apply!

Responsibilities

- Oversee, compose, and monitor the general fund budget.
- Ensure that financial record systems are maintained in accordance with GAAP.
- Maintain accurate General Ledger, and ensure timely receipting and disbursements.
- Enforce financial policies, and direct cash flow management.
- Oversee payroll including tax reporting and payments.
- Monitor preparation and approval of all financial reporting materials.
- Issue and maintain regulatory filings for compliance with relevant tax codes.
- Complete an annual audit in cooperation with auditors.
- Oversee missionary budget preparation and monitor support-raising fund balances.
- Lead finance team, maintain effective communication, and ensure healthy team interaction.

Requirements

- A personal commitment to Jesus Christ with a genuine desire to apply one's knowledge, skills, and abilities to advance the Gospel.
- Minimum three years experience successfully leading a team or managing a department.
- Exhibits grace and exercises discretion in all interactions and possesses strong interpersonal skills with an ability to engage, support, and communicate effectively.
- Minimum five years experience in non-profit finance management.
- Minimum BS in Accounting; CPA preferred.
- Knowledge of finance, accounting, budgeting, and cost control principles including GAAP.
- Experience using automated financial and accounting reporting systems and databases, e.g. Concur, Paycom, Salesforce.
- Ability to analyze financial data and prepare financial reports, statements, and projections.
- Written and verbal communication that is prompt, clear, effective, and professional.
- Flexible, high attention to detail, and self-starter able to multitask and meet deadlines.

To Apply, send resume and cover letter with salary requirement to Anita Wessner at HR@serge.org.
For more information about our organization, visit www.serge.org.

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