

Ministry Assignment

Controller

*A **Ministry Assignment** is not a contract but a description of mutual expectations. It can be updated as needed.*

Title

Synopsis: The person in this role is responsible for oversight of accounting functions and Finance staff to assure effective budget management, regulatory compliance, and accurate tracking and reporting of Encompass' finances.

Reports to: Executive Director, Director of Operations

Works closely with: Personnel, Communications, Stewardship, Network Directors

Location & Travel: Columbus, OH; this position may require occasional travel to Atlanta, GA to visit the Encompass office located there; and may require travel to attend conferences and training pertinent to this role.

Job Type: Full Time, Exempt Employee

Responsibilities: The person in this role is responsible for:

1. Financial analysis, financial reporting, tax reporting, and budgeting in a manner that contributes most effectively to the achievement of Encompass' strategic objectives;
2. Oversight of accounting personnel, ensuring clear, realistic goals and accountabilities are established and achieved;
3. Providing oversight for accounting functions including general ledger setup, monthly close cycle, payroll and benefits;
4. Establishing, monitoring, and reporting on corporate, team (including international teams) and individual budgets;
5. Assuring compliance with legal and regulatory requirements and Generally Accepted Accounting Principles;
6. Working with auditors to provide information, resolve discrepancies, and avoid misunderstandings and misrepresentations;
7. Collaborating with other staff to ensure the success of all shared organizational goals;
8. Actively participating in creating a culture of collaboration, accountability, mutual support, and commitment to living by scriptural principles and the values of Encompass World Partners.

Qualifications: To perform this job successfully, an individual must have the following knowledge, competencies, and experience:

1. Bachelor's degree in accounting or finance;
2. Solid understanding and experience with general ledger, fund accounting, financial analysis and reporting, and Generally Accepted Accounting Principles;
3. Supervisory experience including goal setting, performance evaluation, and coaching;
4. Strong proficiency in Microsoft Excel, Customer Relationship Management databases, and accounting software;
5. Strong written and verbal communications skills.
6. High attention to detail and accuracy.
7. Demonstrated ability to function as part of a team, prioritizing shared goals over individual agendas and ambitions;
8. A sincere love for global missions and a desire for life investment in the Great Commission.

Mutual Expectations

The leaders and staff of Encompass World Partners agree to these standards of conduct and accountability:

1. **Integrity.** We commit to serve Christ, the Encompass team, our sending churches, and the people to whom we minister in a manner consistent with the vision, values, goals, and high levels of integrity that characterize Encompass.
2. **Doctrine.** We agree with the doctrinal statements in Sections 1 and 2 of the Charis Commitment to Common Identity. To the extent that ministry with Encompass requires teaching or discipleship, we commit to do so in a manner consistent with the Charis Commitments summarized in the CCCI Section 3. We will also respect the convictions of the churches where we serve, should such churches exist.
3. **Behavioral Expectations.** We agree to operate within the organizational principles, policies, and procedures of Encompass, as such may change from time to time. We agree to abide by the Behavioral Expectations as outlined in the Employee Handbook.
4. **Accountability Structures:** We agree to submit to the accountability and leadership structures of Encompass, recognizing that our leadership is committed to transparent communication, and to apply its policies and procedures in a fair and biblical manner. We will use appropriate channels to make suggestions and to follow biblical principles in resolving disagreements.
5. **Continual Improvement.** We commit to forming part of a learning community, striving continually toward growth and greater fruitfulness.
6. **At-Will Employment.** This Ministry Assignment is to clarify understandings between Encompass and the employee. It is not intended to be a legally enforceable contract. Therefore, employment can be terminated by the decision of either a staff member or the leadership of Encompass, subject to the applicable policies and procedures in force at the time of separation. We recognize that as a religious organization, Encompass is not included in state or federal unemployment insurance plans.
7. **Risk.** We accept that international travel and ministry involve significant risks, which we will seek to manage through appropriate policies and practices. We commit to follow organizational policies and procedures designed to mitigate risks, and to release the Board of Directors and leadership from any and all liability which arises from assuming those risks.
8. **Fiscal Responsibility.** We commit to being effective stewards of the financial resources God entrusts to us, which include the creation of appropriate budgets and support levels. Staff required to raise support assumes the responsibility to develop and maintain gift income sufficient to meet their ministry budgets.
9. **Covenant of Spiritual Unity.** We subscribe to the following covenant:
*We affirm the indispensable nature of unity for the accomplishment of our mission.
We embrace the reality that unity reflects the nature of the Triune God and is essential to the Body of Christ on earth. We understand that through our unity God is revealing truth about Himself to the world (John 17:20-23). Before God I solemnly commit to pursue biblical unity in my personal and ministry relationships.*

I commit to live by this covenant of spiritual unity, and these standards of conduct and accountability:

Signature

Date