



Enhancing Trust

Senior Compliance Associate

Supervision: Reports to the VP of Member Accountability

Supervises: Compliance Associate reports to this position

Primary Goal: To advance Christ's call to fulfill the Great Commission by encouraging and supporting the fulfillment of the mission of ECFA.

Duties and Responsibilities:

1. Serve the mission of ECFA and vision of ECFA's Board and President
2. Model servant leadership to the ECFA team, our members, and the broader community
3. Offer strategic thinking, input, and teamwork on the Member Accountability and Relations team, including collaboration with other leaders on the Member Accountability and Relations Team on programs and projects that further the accomplishment of MAR team goals
4. Lead the Standards Check-In program to confirm member compliance with ECFA Standards by planning, organizing, conducting Check-Ins, reviewing Check-Ins, etc.
5. Assist in formal compliance reviews, as needed
6. Perform review of annual membership renewal forms during each ECFA member renewal cycle including providing 2nd level approval as needed.
7. Participate in promoting ECFA through public speaking at member-related events, including conferences
8. Assist in verbal and written communication with members on education and compliance issues
9. Maintain continuing education for CPA credentials
10. Other duties as assigned

Qualifications:

- Understanding of, passion for, and identity with the evangelical community
- A lifestyle of character and integrity consistent with Christian principles
- Knowledge of ECFA members and the standards
- Ability to research, write, and analyze complex issues
- High proficiency in computer environment including Microsoft Office products
- Effective and professional in all forms of communication
- Exemplary professional integrity with a high sense of self-motivation
- Knowledge in nonprofit accounting and extensive knowledge of nonprofit financial statements
- Bachelor's degree in business, finance, accounting, or equivalent
- At least 5 years experience in nonprofit finance and accounting (including public accounting) and ministry leadership
- Active CPA license

FLSA Status: Exempt – Professional

Location: Position only available in ECFA headquarters in Winchester, VA