



Enhancing Trust

EVANGELICAL COUNCIL FOR FINANCIAL ACCOUNTABILITY

440 West Jubal Early Drive, Suite 100 • Winchester, VA 22601
800-323-9473 • info@ECFA.org • ECFA.org

Director of Compliance

Supervision: VP of Member Accountability

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. Support the VP of Member Accountability in providing leadership to program areas on the Member Accountability Team.
4. Offer strategic thinking, input, and teamwork on the Member Accountability and Relations leadership team
5. Review annual membership renewals of ECFA members for compliance with ECFA standards and provide support to members in maintaining compliance with the standards
6. Ensure accurate and timely processing of annual membership renewals by assisting the VP of Member Accountability in planning, organizing, and managing resources, including personnel
7. Assist the VP of Member Accountability in the effective execution of the Standards Check-in program, including conducting check-ins.
8. Assist with compliance reviews as needed
9. Assist in verbal and written communication with members on education and compliance issues
10. Assist in the review of new ECFA membership applications as needed
11. Participate in promoting ECFA through written publications and public speaking at member-related events
12. Maintain continuing education for CPA credentials
13. 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
- Effective time management skills that create margin for strategic thinking/planning
- 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
- Ministry leadership experience preferred
- Active CPA license

FLSA Status: Exempt – Professional

This position requires working weekly in ECFA's Winchester, VA headquarters, except as needed for ECFA travel or other business.

For 2021, regular workdays in the office include Mondays, Tuesdays, and Wednesdays—with Thursdays and Fridays generally being offered as flex days to work remotely.