

ECFA Senior Compliance Associate

Supervision: Reports to the Executive Vice President – Compliance

Overview:

As the number of churches and ministries accredited by ECFA continues to grow at a record pace, the Compliance Associate plays a key role on the team in assisting over 2,400 accredited members across the U.S. remain in compliance with ECFA's Seven Standards of Responsible Stewardship™. The primary goal of the position is to advance Christ's call to fulfill the Great Commission by encouraging and supporting ECFA's mission of Enhancing Trust.

Learn more about ECFA's mission and ministry at www.ECFA.org.

General Duties and Responsibilities:

1. Reviewing prospective membership applications for compliance with ECFA Standards
2. Reviewing annual membership renewals for compliance with ECFA Standards
3. Conducting Remote Standards Check-Ins of members as needed
4. Traveling to conduct Onsite Standards Reviews of members as needed
5. Performing other specialized reviews of member compliance as needed
6. Communicating with members and prospective members about the ECFA standards and compliance issues
7. Authoring technical content related to nonprofit finance, tax, and legal compliance for ECFA resources and publications
8. Speaking and representing ECFA at national conferences and other venues
9. Assisting with other areas of member compliance and member services, as needed
10. Maintain required CPE

Qualifications:

- Understanding of, passion for, and identity with the evangelical community
- A lifestyle of personal and professional character and integrity consistent with Christian principles
- Positive attitude, high sense of motivation, and desire to serve in a team environment
- Knowledge of ECFA members and the standards
- Ability to research, write, and analyze complex issues
- High proficiency in computer environment including Microsoft Office products as well as keyboard speed and general computer use
- Professional in tone and effective through all forms of communication
- Ability to effectively communicate by telephone and email
- College degree
- CPA license

- At least 8 years of experience relevant to nonprofit accounting
- Prior service in a ministry environment a plus
- May work remotely or from ECFA's headquarters in Winchester, VA

FLSA Status: Exempt – Professional