

ECFA Compliance Associate

Supervision: Reports to the Compliance Team Lead

The Compliance Associate plays a key role in assisting ECFA's 2,400+ accredited churches and ministries across the US as they comply with ECFA's Seven Standards of Responsible Stewardship™.

ECFA is a highly collaborative team environment. To be successful, the Compliance Associate will need to be a team player that is dedicated 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 annual membership renewals for compliance with ECFA Standards
2. Communicating with members and prospective members about the ECFA Standards and compliance issues
3. Reviewing prospective membership applications for compliance with ECFA Standards
4. Assisting with other areas of member compliance and member services, as needed
5. Assisting with representing ECFA at national conferences, as needed
6. 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
- Ability to research, write, and analyze complex issues
- Professional in tone and effective through all forms of communication
- Ability to effectively communicate by telephone and email
- Bachelor's degree in business or accounting
- CPA license (or license in process)
- Knowledge of ECFA members and the Standards is a plus
- Prior service in nonprofit accounting and service in a ministry environment is a plus

FLSA Status: Exempt – Professional