

IWS Chief Financial Officer Job Description

[The Robert E. Webber Institute for Worship Studies](#) is seeking qualified candidates for the role of Chief Financial Officer. IWS is a graduate institution currently celebrating 25 years of training leaders in Christian worship renewal. The faculty, staff and student body represent diverse denominational affiliations.

Offices are located at Hendricks Avenue Baptist Church, 4001 Hendricks Avenue, Jacksonville, Fl. While intensive course sessions are held at this campus twice yearly, in January and June, the position requires the ability to work at this location on a regular basis.

The Chief Financial Officer is responsible for planning, organizing, leading, and coordinating financial activities in furtherance and support of the mission for the IWS community. The holder of this position provides both day-to-day and strategic, long-term management of financial functions, including input into the 5-Year Strategic Plan.

The role requires oversight of the development and implementation of financial policies, strategies, budgets, process, and procedures, and in the analysis and improvement of the financial status of IWS.

Ongoing duties include oversight of short-term and long-term cash, gifts, tuition and other revenue processing, expenditure processing, financial reporting, regulatory filings, and internal auditing.

The CFO ensures that IWS operates in conformity with State and Federal laws and regulations and with internal policies, and that appropriate internal controls are in place to protect IWS. The CFO is also responsible for the annual financial and compliance audit.

The CFO is accountable to the President; the position is salaried and non-exempt. Hours per week: Approximately 25-30.

Job tasks will include:

Accounts Payable/Accounts Receivable

Payroll

Bank Reconciliation

Financial Statements/Records

Annual Audit

Ex Officio of Board of Trustees Finance Committee

Budgeting Process

Financial Aid Committee

IWS Contract review

Risk Management as related to regulatory bodies, insurance, etc.

Oversee Session Pop-Up Bookstore

Supervision of Accounting Assistant

Expectations and Characteristics:

Strong Christian commitment and character
Regular involvement in a local church
Supportive of the vision for IWS
Strong organizational and prioritization skills
Cooperative and congenial
Professional demeanor
Flexible with time commitment, including able to increase hours during busy seasons (especially on-campus sessions) as needed
Able to keep confidences and discipline comments
Proactive in tackling long-term projects
Willing to accept supervision as well as give advice concerning how he or she may be best utilized

Other responsibilities as requested by the President, Provost, and/or Board of Trustees.

Email resume and letter of interest to dfrankland@iws.edu.
Please include three references with contact information.

