



JOB TITLE: Controller
REPORTS TO: CEO
POSITION: Full-time exempt
LOCATION: Metro Atlanta (on-site)

OVERVIEW

The Promise686 vision is to fulfill the promise that “God sets the lonely into families” (Psalm 68:6). Promise mobilizes church communities in order to meet three goals: (1) Prevent children from coming into the foster care system (2) Intervene when children enter the system (3) Connect children and families through reunification, and when reunification isn’t possible, finding permanency for these children. The Promise686 model hinges on developing strong Family Advocacy Ministries (FAMs) in local churches to accomplish this work. The Promise686 staff works diligently to guide these FAMs to success and to give them the best resources available to maximize impact.

POSITION SUMMARY

The Controller is responsible for the general supervision of the business and financial affairs of Promise686, including accounting, budgeting, credit, insurance, investment, tax, payroll, and treasury. In addition to these duties, this individual is also responsible for support of the overall operation of the organization, including human resources administration, IT management and overseeing support staff.

Responsibilities

- Prepare timely, monthly financial statements for leadership and the Board, ensuring their accuracy, completeness and conformity with generally accepted accounting principles
- Prepare the annual financial plan/budget and coordinate approvals
- Implement appropriate internal controls and business processes that ensure the integrity of the financial statements and effective protection of assets
- Prepare a monthly variance analysis of actual results versus plan, highlighting key variances and the reasons therefore
- Prepare monthly updated projections of financial results and recommend corrective actions to achieve annual plan goals
- Prepare for and coordinate the annual external audit by independent auditors
- Monitor cash levels and prepare periodic cash forecasts
- Manage all purchasing, financial investment, banking, payroll and benefit programs
- Ensure that insurance coverage is adequate and appropriate for plant, equipment, liability, D&O, and workers compensation
- Serve as a liaison to the Board and Finance Committee
- Oversee the support staff in the business office
- Oversee all accounts receivable (including billing and collections) and accounts payable functions
- Represent Promise686 at various events and conferences
- Perform other duties as assigned by the CEO

GENERAL QUALIFICATIONS

- Committed to following Jesus and mobilizing others to serve in His Kingdom
- Bachelor's degree with concentration in business, finance, accounting or related field required, MBA or other applicable advanced degree highly desirable. CPA a strong preference.
- 5 years or more of relevant experience
- Passionate about empowering local churches to care for children and families in crisis
- Dedicated to Promise686's Mission and Core Values
- Aggressive learner who asks great questions
- Demonstrated record of operational effectiveness achieved through collaboration
- Able to communicate across diverse audiences with clarity and humility
- Strong time management and organizational skills
- Willingness to give and receive feedback and direction
- Willingness to conduct occasional overnight business travel

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The above description is not intended to be comprehensive, but rather a focused list of priorities. This role, like the non-profit ministry, is relentless. Success provides the opportunity to not only build a career, but also bring much-needed support and care to local children and families in crisis.

Promise686 is a 501(c)(3) non-profit located at 19 Holcomb Bridge Rd, Norcross, GA 30071

Promise686 associates are at-will employees.

For consideration, email your resume, references, and cover letter to: info@promise686.org

www.promise686.org