



**Job Title: Assistant Controller**  
**Reports to: Director of Finance**

**GENERAL SUMMARY**

The Assistant Controller is responsible for general journal entries, balance sheet reconciliations, financial reporting, finance projects and assisting with the annual financial statement audits, both in the US and internationally.

The Assistant Controller is responsible for completing assigned accounting tasks for Bible Study Fellowship in accordance with Generally Accepted Accounting Principles and financial management techniques and practices appropriate for the non-profit industry.

**ESSENTIAL TO THE POSITION**

The Assistant Controller must have received Jesus Christ as his/her personal Savior and be in full agreement with the Bible Study Fellowship Statement of Faith, Human Sexuality Policy, Core Values and Cultural Commitments. The Assistant Controller must have an accounting background and an affinity for process improvement. BSF is a highly collaborative work environment which requires the ability to work as a team player using excellent communication skills along with flexible, solution-oriented problem-solving skills.

**PRINCIPAL DUTIES & RESPONSIBILITIES**

- Prepare journal entries for all departments and funds
- Prepare balance sheet reconciliations
- Assist with preparation of monthly variance reports for Directors and Division Heads comparing actual operating expenses to their approved budgets
- Assist with preparation of monthly revenue forecast report
- Assist in year-end closing and preparation of annual work papers and supporting documentation for the annual financial audits, both in the US and internationally
- Assist/train BSF personnel in proper use of ERP software
- Review and analyze financial statements
- Lead and prepare financial project work, as assigned
- Assist the Director of Finance in the preparation of the annual budget(s)

Other such duties as assigned by the Director of Finance

**CORE COMPETENCIES**

- **Analytical Thinking:** Must possess the ability to perform work assigned by using a logical, systematic, sequential approach.
- **Technical Expertise:** Must possess the ability and demonstrate depth of knowledge and skill in Generally Accepted Accounting Principles. Effectively applies this technical knowledge to solve a range of problems and provide guidance to Finance employees.

- **Results Orientation:** Must be able to focus on the desired results of the Finance department. Must have a strong sense of urgency about solving problems, achieving work goals and meeting work deadlines.
- **Thoroughness:** Ensures that one's work and information are complete and accurate; carefully preparing for meetings and presentations; following up with others to ensure that agreements and commitments have been fulfilled. Sets up procedures to ensure high quality of work. Develops and uses systems to organize and keep track of information or work progress.
- **Fostering Teamwork:** Encourages and supports team members' ability and desire to work cooperatively with others on a team; as a team leader, the ability to demonstrate interest, skill, and success in getting groups to learn to work together.
- **Initiative:** Identifying what needs to be done and doing it before being asked or before the situation requires it. Does more than what is normally required in a situation. Seeks out others involved in a situation to learn their perspectives. Take independent action to change the direction of events.
- **Time Management:** Analyze and prioritize duties, manage interruptions and plan and prepare schedule to accomplish required projects. Ability to manage deadlines ahead of due dates. Can communicate decisions around priorities and deliverables.

## SKILLS, QUALIFICATIONS & EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty listed above satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Qualifications & Experience

- 3 to 5 years equivalent experience with a corporate organization, ministry, or public accounting firm.
- Experience with ERP Systems, Sage Intacct preferred.
- Have a good understanding of Generally Accepted Accounting Principles.
- Experience with compensation and benefit accounting and tax requirements.
- Experience preparing financial statements.
- Good analytical ability, detail oriented, organized, good computer skills, proficiency with Excel, Word and PowerPoint, ability to meet deadlines.
- Ability to satisfactorily communicate (verbal and written) in English with auditors, vendors, banking representatives, co-workers, guests and management.

Spiritual Requirements: Thorough understanding of the Christian faith and its doctrines and the BSF Statement of Faith. Follow Matthew 18 principles in addressing issues with fellow employees. Studying the Bible in preparation for each weekday's group meeting. Lead staff prayer time and your table group Bible study as reasonably requested. Prepare for and attend each Day of Prayer.

Employees must fulfill the performance standards of this position and comply with policies, guidelines and procedures of BSF, including those set out in the Employee Handbook or otherwise communicated (verbally or in writing) to employees.

## **WORKING CONDITIONS**

- Modular office environment
- Sitting for long periods of time
- Possible eyestrain from looking at computer screen for long periods of time
- Travel twice a year to staff events hosted at HQ, or where designated, as required

## **ADDITIONAL INFORMATION**

- This position is full-time located in the DFW area.
- Working hours are typically 8-5pm, Monday through Thursday with half days on Friday's
- BSF offers major medical, dental and life insurance as well as a generous vacation policy.