

# COMPASSCARE

ERASING THE NEED FOR ABORTION

## Comptroller (3/4 to Full-Time)

- I. **Goal:** Facilitate CompassCare Financial Management.
- II. **Objective:** Create and sustain fully functional financial accounting for expanding non-profit.
- III. **Strategy:** As a member of CompassCare's Executive team the Comptroller develops and manages all financial interactions held in common by all CompassCare regions including budgeting development, payroll and HR, government compliance, annual audit, oversight of bookkeeping including receivables and payables, vendor management, as well as equipment and facilities acquisition. This is done by:
- IV. **Work with President/CEO and VP of Regional Operations, and Region Executives:**
  - i. Business and Finance
    1. Recruit, train, and oversee finance teams:
    2. Ensure accurate accounting protocols are followed for payables and receivables
    3. All Vendor and contract relationships maintained on-time and with accuracy
    4. Accurate weekly finance reports are submitted to Region Execs and VP of Ops
    5. Oversee accurate and timely donor accounts maintenance and receipting
    6. Facilitate annual budget development with CompassCare Executive Team
    7. Ensure all official relationships and contracts are maintained for uninterrupted missional operations including insurances, medical director contracts, up to date records on all employees including RN licenses, etc.
    8. Assist with equipment and facilities purchasing
    9. Assist with any surplus investment management
    10. Provide financial documents and analysis support on a per project basis
  - ii. HR
    1. Ensure all organizational and legal requirements are fulfilled including volunteer and staff on-boarding per policy, payroll, and benefits administration.
    2. Government compliance is monitored and addressed including labor law
    3. Maintain employee handbook
  - iii. Compliance
    1. Ensure annual state and Federal organizational filings are complete on-time including any 501c3 registrations
    2. Ensure on-time 990 tax filings
    3. Facilitate required annual audit
  - iv. Manage all three main responsibilities listed above through team leaders using CompassCare's GROW management system. Ensure the culture and core values of CompassCare are consistently understood and expressed through words and actions and conveyed through team leaders
  - v. Regularly evaluate each team leader to identify potential leadership opportunities within the department and organization per the larger goals of CompassCare and coach to performance.
  - vi. Following appropriate training, facilitate the involvement of staff/volunteers in other aspects of organization in order to increase their leadership capacity (i.e. event planning teams, event follow up, etc.)
  - vii. Encourage team leaders to ID staff/volunteers in observed areas where they displayed CompassCare's core values
  - viii. Encourage team communication and support within and between each department.
  - ix. Identify potential process or staffing gaps and proactively fill them
  - x. Identify specific personnel issues that may lead to poor performance, and develop a coaching alignment plan to solve problems using 1:1 coaching session.

- xi. Review with Region Executive and VP of Operations monthly Finance metrics
- V. **Work with the President/CEO to:**
  - i. Be coached into professional best practices and personal development
  - ii. Report on performance by region quarterly
  - iii. Replicate necessary systems for newly adopted abortion hub regions
  - iv. Assist with financial asset allocation and assimilation for adoption of pregnancy centers in new regions
  - v. Maintain and proactively pursue Personal Development Plan with Pres/CEO, updating regularly with new reading materials, activities for personal growth, and personal mentors
  - vi. Ensure CompassCare finance SOPs do not degrade and are improved over time
  - vii. Ensure consistent coaching of team leaders into organizational culture
  - viii. Engage short- and long-range analysis, goal setting, and planning toward CompassCare's regional financial performance and State abortion reduction plan
  - ix. Create content for and facilitate quarterly finance department meetings with department staff, in order to reinforce organization mission and core values, communicate new initiatives (organizational and departmental), provide training updates, make departmental announcements, and encourage communication and camaraderie among department members
  - x. Participate in annual and Ad hoc project management
- VI. **Characteristics:**
  - i. A strong sense of God's call to the erase the need for abortion as an accountant
  - ii. Strong work ethic
  - iii. Loyal
  - iv. Highly organized
  - v. Strong attention to detail
  - vi. Able to learn complicated things quickly
  - vii. Enthusiastic about asking others to join the cause
  - viii. Able to coach leaders to effectively problem solving and continuous improvement
  - ix. Able to hold people accountable to agreed-upon outcomes

**Additional Characteristics and Requirements**

- A. **Position Requirements:**
  - 1. Character
    - Christ-centered
    - Graciously courageous (willing to engage conflict while maintaining a positive demeanor)
  - 2. Chemistry
    - Good fit with CompassCare Core Values (Fighting Spirit, Relevance, Accountability, Dignity and Relationality)
    - Loyal to CompassCare Mission and leadership...willing to make a long-term commitment
  - 3. Competence
    - Effective management skills
    - Initiator
    - Effective verbal and written communication skills
- B. **Direct Report Structure:**
  - 1. Direct Supervisors: President/CEO
  - 2. Coach: President/CEO
  - 3. Member of CompassCare Executive Team and reports marketing metrics quarterly to President/CEO
  - 4. Position responsibilities subject to change with the needs of the organization