

Title: Financial Officer

Reports to: Executive Director

Location: Harrisonburg, Virginia, preferred

FTE: .5 FTE or on contract



MennoMedia Priorities

MennoMedia is the publishing arm of Mennonite Church USA and Mennonite Church Canada. We exist to engage and shape church and society with resources for living Christian faith from an Anabaptist perspective. We do this through various print and electronic media, including books, curriculum, periodicals and videos. Our trade book division publishes books under Herald Press.

Position Summary

Working in partnership with the Executive Director and the Chief Operations Officer, the Chief Financial Officer has primary responsibility for financial planning, budgeting, reporting, and analysis.

Responsibilities

1. Design, direct, and review the preparation of meaningful financial analysis and objectives for MennoMedia as requested by senior management.
2. Work closely with senior management team on driving key initiatives and long-term planning objectives.
3. Develop and name financial targets, metrics, and strategic issues for the organization to pursue.
4. Prepare and interpret written analyses of periodical financial results to enhance understanding for senior management and board.
5. Create, review, and understand MennoMedia's budget and forecast variances on a quarterly basis
6. Prepare monthly financial statements.
7. Manage and prioritize multiple tasks in a dynamic publishing environment.
8. Work effectively and collaboratively with the accounting department.
9. Ensure that proper financial controls, policies, and procedures are in place and followed.
10. Review and approve accounts payable each week and write checks.
11. Provide controlling function and internal audit, and serve as primary liaison to external auditor.

Qualifications Required

- Bachelor's degree in accounting, finance, or related field is required. CPA preferred. Master's degree is a plus.
- Preference given to someone with at least five years of previous experience in financial analysis role.
- Exhibits excellent analytical, judgment, decision making and communication skills.
- Exhibits a thorough understanding of business and analysis concepts.
- Knowledge of or willingness to work within Mennonite and related Anabaptist business and church culture.