



Mosaic Christian Church is a rapidly growing church in the Baltimore area, with a vision of being a church for people who don't go to church. We are first and foremost the church, but we serve and operate in a way that makes sense to people who don't go to church.

We are looking to hire a full-time Chief Financial Officer who will provide fiscal leadership in support of the Lead Pastor, Leadership Team, and Board of Overseers.

The Chief Financial Officer (CFO) is responsible for advising and supporting the Lead Pastor, Leadership Team and Board of Overseers from a fiscal leadership perspective.

Reporting to the Lead Pastor, the CFO will be responsible for all financial areas of the organization, including finance, accounting, budgeting, forecasting, analysis, reporting, financial services, contract negotiation, contract management, and compliance.

The CFO will ensure good stewardship of Mosaic's resources, protect the financial integrity of Mosaic, and assist in the preparation for the financial future of Mosaic. With a strong eye for details the CFO must be a forward thinking visionary, a planner who anticipates barriers and forecast future needs.

RESPONSIBILITIES:

- Banking : Manage lending relationship and Long Term Debt
- Cash Management Relationship
 - Operating Checking
 - Savings Accounts
 - ACH, Wires, etc.
- Budget
 - Ensure the financial budgets are in line with the vision, values, and goals of Mosaic.
 - Ensure ministries have the financial resources they need to effectively run their ministry.
 - Primary driver for coordinating and getting approval on all church budgets.
- Cash Flow: Responsible for cash flow/liquidity needs of the church.
- Debt Reduction: Responsible for implementing debt reduction strategy.
- Legal
 - Primary contact for all lawsuits and other legal matters
 - Stay up to date in legal matters affecting churches
 - Sign all Contracts on behalf of the church
- Policy/Procedures:
 - Create and ensure compliance with Mosaic Financial Handbook. Update and revise as needed.
 - Ensure staff maintains financial record systems in accordance with Generally Accepted Accounting Principals, and monitor the use of all funds
- Risk Management
 - Ensure proper insurance coverage in the following areas: Property, Liability, Umbrella, Directors & Officers, Auto, Key Man, Foreign Travel, Church Accident, Sexual Misconduct, Employee Dishonesty, Medical, Employee Benefits, Workers Compensation, Terrorism, Employment Practices, and Builders Risk.
 - Design and Implement internal controls for all financial matters.
- Strategic Planning: Develops and communicates financial strategy for obtaining goals.



- Tax: Responsible for all Property Taxes related issues
- Support some HR matters, including benefits, staffing processes, raise process, review process

QUALIFICATIONS:

- Bachelor degree in finance related field
- Maintain a consistent relationship with God.
- Meet the qualifications of an overseer. (Timothy and Titus)
- Affirm the mission, vision, values, and doctrines of Mosaic.
- Work closely with outside auditors to ensure that all financial systems are working at a high level.
- It is a privilege to serve the Lord in vocational ministry. Those who serve God in the pastoral staff at Mosaic are expected to embrace a high biblical standard of personal conduct and lifestyle both public and personal.
- It is required that all staff members are in agreement with the vision and values of Mosaic and adhere to the guidelines and conditions for employment as outlined in the Employee Handbook.

PERSONAL CHARACTERISTICS

- An intimate and growing personal relationship with Jesus Christ, as evidenced by daily habits of spending time with Him and His Word, active involvement in the leadership of our church, and a commitment to maintaining healthy accountability relationships with a small number of mature Christians.
- Fosters a “can do” attitude that combines initiative, a sense of urgency and a commitment to results.