



Assistant Controller

The Christian Church Foundation, Inc. (Foundation) is currently seeking experienced, analytical, and detail-oriented candidates for the position of Assistant Controller to support our accounting and financial operations. The Foundation serves the mission of the Christian Church (Disciples of Christ) by stewarding charitable gifts, endowments, and long-term assets that support congregations, ministry partners, and church-related organizations.

In all Foundation activities, the Assistant Controller serves by maintaining and producing accurate financial records, completing processes timely according to established deadlines, maintaining donor, investor, and employee confidentiality, and ensuring that financial activities are compliant with all financial regulations, as well as consistent with established accounting principles and internal controls, including Generally Accepted Accounting Principles (GAAP).

In coordination with the Controller and Chief Financial Officer, the Assistant Controller will provide support in the following areas:

Accounting and Financial Reporting – Bi-weekly, Monthly, and Year End Activities

- Prepare journal entries, including payroll, accruals, prepaid expenses, fixed assets, allocations, and other transactions at specified intervals
- Perform general ledger account reconciliations, including bank, payroll, and balance sheet
- Review submitted accounting materials and financial information for accuracy, completeness, appropriate coding, and required approvals
- Process payroll in coordination with Human Resources and payroll platform
- Research and resolve accounting questions, discrepancies, and other issues
- Assist with the preparation of annual financial statements and other reports
- Prepare schedules, financial analyses, reports, and supporting information, as assigned
- Review accounts payable, cash receipts, and gift accounting information as assigned
- Utilize and manage financial software and systems to streamline processes and improve efficiency.

Budgeting and Forecasting Support

- Assist with quarterly forecasting and the annual budgeting process
- Compile budget materials, schedules, and supporting documentation
- Respond to accounting and budgeting questions from colleagues
- Support financial projects and other organizational needs as assigned

Audit and Internal Controls

- Assist with annual audit preparation by compiling schedules, reports, and supporting documentation
- Follow established accounting policies, procedures, and internal controls

- Help document accounting procedures and promote their consistent application
- Identify opportunities to improve the accuracy, timeliness, and efficiency of accounting processes

Qualifications and Experience

- Bachelor's degree in accounting, finance, or a related field
- Minimum of five years of progressive accounting experience with knowledge of GAAP
- Experience preparing journal entries, account reconciliations, and financial reports
- Experience with payroll accounting and payroll journal entries
- Advanced proficiency with Microsoft Excel, Word, Outlook, and Teams
- Strong analytical, organizational, and problem-solving skills and attention to detail
- Ability to manage multiple priorities and meet established deadlines
- Ability to manage confidential and sensitive information with discretion
- Strong written and verbal communication skills and an ability to work collaboratively

Preferred Qualifications

- Certified Public Accountant designation or demonstrated progress toward certification
- Experience in a nonprofit, foundation, church, ministry, philanthropic, or financial services environment
- Experience with nonprofit, fund, gift, or investment accounting
- Experience supporting an annual budgeting and forecasting process
- Experience assisting with financial statement preparation and external audits

Apply Today

Ready to use your accounting expertise to support meaningful, mission-driven work?

Please submit the following materials:

- **Resume**
- **Cover Letter**
- **Salary Expectations**

Email your application materials to employment@ccf.disciples.org with the subject line:

Assistant Controller Application

The Foundation offers our employees a competitive salary and excellent benefits including ongoing professional development, company paid health/dental/vision insurance, pension, and paid parking. The Assistant Controller role is a full-time, exempt position based in Indianapolis with eligibility for a hybrid work schedule.

Join us in supporting generosity, stewardship, and ministry through excellence in financial management and accounting operations.

Applications will be reviewed as they are received until the position is filled.

The Christian Church Foundation is an Equal Opportunity Employer and is committed to employment practices consistent with applicable law.