

**CRU / ISP  
POSITION DESCRIPTION**

**Business Title:** Financial Leader/Manager  
**Ministry/Team:** International School Project (ISP)/ Operations  
**Reports To:** Director of Operations  
**FLSA Status:** Supported Staff  
**Prepared By:** Mark Terry  
**Prepared Date:** July 10, 2022  
**Approved By:** Jo Anne Licht  
**Job Code:**

**MISSION:** ISP is a Cru ministry and a caring community that is passionate about connecting people to Jesus Christ. ISP specifically seeks to share Christ with public school educators, as well as students and their families, in other countries around the world, thereby building communities of multiplying disciples.

**SUMMARY DESCRIPTION OF POSITION:** Perform financial and accounting duties related to ISP accounts. Monitor and review financial transactions related to ISP accounts. Give oversight and work harmoniously together with other ISP financial team members to maintain integrity and wise stewardship with regard to ISP's finances.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

***As an employee with Cru:***

- Actively and intentionally grow in his/her Christian faith
- Maintain a positive witness for Christ
- Express a dependence on the Holy Spirit
- Share what God is teaching him or her
- Consistently attend and participate in team/ministry devotional times.

***For this position with ISP (other duties may be assigned):***

- Manage and give oversight to other staff on the finances team.
- Prepare staff transfers and ministry journal entries monthly, quarterly, and as needed.
- Analyze, research and problem-solve designations for donations.
- Stay current with Cru regulations and policies by communicating regularly with FSG (Financial Services Group), Donation Services and Ministry Reimbursements.
- Analyze cause(s) of processing errors; communicate suggestions on ways to eliminate further occurrences to appropriate personnel.
- Run reports to capture necessary information for financial reports and billings required for Power To Change Ministries (CCC Canada) when Canadian delegates participate in ISP trips; generate monthly invoices and statements and maintain financial records related to Canada transactions.
- Prepare staff transfers and journal entries monthly, quarterly, and as needed; analyze, research and problem-solve designations for donations.
  
- Assist others assigned to supervisor by performing financial, administrative, and clerical duties as required.

**OTHER FUNCTIONS (Non-essential)**

- Demonstrate and model personal spiritual discipline and assist in the development of

an environment on the team where individual team members grow in their own Christian walks.

- Personal development - engage in the Staff Development process including creating and implementing a Personal Development Plan (PDP) targeting areas of growth.
- Perform related duties or special projects as assigned.

### **SUPERVISORY RESPONSIBILITIES**

This role will include giving leadership to other staff on the finances team.

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty 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.

### **KNOWLEDGE OF:**

- Modern office practices, procedures, and equipment.
- Financial record-keeping principles, practices, and terminology
- Interpersonal skills using tact, patience, and courtesy.
- Windows-based computer software, including spreadsheets and database management.

### **ABILITY TO:**

- Perform responsible clerical accounting duties involving independent judgment and initiative.
- Learn and apply laws, rules, and regulations involved in assigned clerical activities.
- Understand and follow oral and written directions.
- Compare numbers and detect errors efficiently and make arithmetic computations and tabulations with speed and accuracy.
- Work cooperatively with others.
- Maintain routine records and prepare reports.
- Meet schedules and deadlines.
- Utilize alpha and numeric filing systems.
- Assemble, organize, and prepare data for records and reports.
- Operate personal computer with word processing and database software.

### **EDUCATION and/or EXPERIENCE:**

- Bachelor of Business Administration or greater
- Minimum 2 years of work experience using Cru systems and databases

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level is usually moderate.

### **PHYSICAL DEMANDS/ABILITIES:**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; and talk and/or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand and reach with hands and arms. The

employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

**PERSONAL CHARACTERISTICS:**

As stated in the U.S. Staff Handbook, it is expected that Campus Crusade for Christ staff, as members of its Religious Missionary Order, will demonstrate a balanced, Spirit-filled Christian lifestyle and maintain biblical priorities in commitments to ministry, family, associates, personal interests, and study.

**FINANCIAL RESPONSIBILITIES:**

Campus Crusade for Christ RMO Staff are expected to maintain a positive balance in his/her staff account, properly administer financial resources, and communicate consistently with his/her support team.

**CHRISTIAN GROWTH:**

It is anticipated that all employees of Campus Crusade for Christ, throughout the course of their employment, will actively seek opportunities for greater understanding, involvement, and connection with our ministry by taking part in various activities as specified by their leadership. This includes attending periodic Bible studies and other worship experiences which occur in the workplace during the workweek. Employees are also expected to actively and intentionally grow in their Christian faith and exhibit Christian character as demonstrated by their attitude, appearance, and conduct as outlined in the "Standards and Expectations" section of the employee handbook.