



## BCM INTERNATIONAL, INC MINISTRY DESCRIPTION

**TITLE: Vice President of Finance**

**DEPT:** Finance  
**FLSA STATUS:** Exempt

**SUPERVISOR:** BCM President  
**DATE:** March 21, 2025

**Ministry Description Summary** - The Vice President of Finance leads and oversees the financial vision, teams, and fiscal practices of BCM International. Serving as the organization's Chief Financial Officer, this individual crafts and sustains a financial strategy that supports BCM's global mission and biblical values. They collaborate closely with the BCM President, the International Board of Directors (IBOD), and fellow Vice Presidents to ensure fiscal responsibility and visionary stewardship in a global, digital age.

### **I. Role Responsibilities**

1. Strategic Leadership - Lead and cast vision for financial strategies and plans that align with and create wholistic support for the Global work of BCM International and the organization's mission and objectives.
  - 1.1. Develop and implement a comprehensive financial vision and systems for all global operations, including audits and international transfers.
  - 1.2. Lead annual budgeting processes in partnership with the President's Office and initiative leaders.
  - 1.3. Assess financial systems periodically. Lead in re-organizing and minor adjustments as needed to ensure alignment with organizational goals, mission, and best practice industry strategy for financial stewardship.
  - 1.4. Design and maintain a system for fielding financial queries from BCM camps, specialized ministries, countries, and individual missionaries.
  - 1.5. Oversee monthly financial reporting and dashboards for department and project managers.
  - 1.6. Collaborate with the IBOD Finance Committee and external audit firm to ensure regulatory compliance.
  - 1.7. Construct and manage BCM International finances through creating sustainable systems providing the bases for strategic decision making.
  - 1.8. Strategize and maintain high functioning data in Razors Edge financial system, Financial Edge, and Paycom.
2. Team and Partner Collaboration - Collaborate and represent BCM International through the strategic building of the BCM Finance Department team and strategic partners.
  - 2.1. Lead and empower a financial team who oversees the greater financial work of BCM International.
  - 2.2. Manage payroll and people systems both digitally and in-person.
  - 2.3. Collaborate with the Development Department and the IBOD where necessary to strategically manage IRA's, assets, estate gifts, and BCM investments.
  - 2.4. Compose a system with the financial team for timely bill payment.
  - 2.5. Attends webinars and continuing education for the improvement of financial systems.
  - 2.6. Manage and consistently evaluate a system for global wires and finance stewardship with BCM countries and financial partners.

- 2.7. Formulate overall plan for team building and consistent development among team.
- 2.8. Collaborate with President's Office, Finance Committee from IBOD and participate in two International Board of Directors meetings per calendar year.
3. Operational Oversight – Strategically lead and provide oversight to key systems, partnerships, regulatory structures, and reporting.
  - 3.1. Manage banking, credit, and investment relationships.
  - 3.2. Oversee insurance coverage and relationships with brokers and carriers.
  - 3.3. Provide leadership to the organizational Safety Committee.
  - 3.4. Manage fixed salaries determination in conjunction with VP of Personnel.
  - 3.5. Oversee and cultivate retirement plan relationships and severance plan.
  - 3.6. Strategic reporting to International Board of Directors.
  - 3.7. Strategically ensure Tax Reporting (1099's, tax receipts, W-2's, 945).
  - 3.8. Manage International Ministry Center lease and retirement plan relationships.
  - 3.9. Provide leadership with regulatory compliance Department of State annual report, Department of Revenue (sales tax exemption) and Fin Cen.
  - 3.10. Design, maintain, and oversee all financial elements related to cash flow.

## **II. General Responsibilities**

- Maintain an intimate walk with the Lord Jesus Christ through spending regular time in prayer, Bible study, reflection, meditation and seeking to walk in obedience.
- Regularly attend Prayer/Devotional Time and Monthly Day of Prayer.
- Attend required departmental/management/staff meetings.
- Perform duties in a cooperative and efficient manner.

## **III. Ministry Relationships**

- Reports To: BCM President
- Supervises: Finance Team
- Collaborates With: President's Office, Vice President, Regional Directors, International Ministry Center

## **IV. Qualifications**

- An identifiable salvation experience.
- A pattern of spiritual development characterized by prayer, Bible Study, and regular attendance to a local church and involvement in a church ministry.
- An ability to articulate a holistic philosophy of spiritual formation in the life of the Christ follower and the ministry leader.
- An earned master's degree within relevant area of experience with CPA credentials preferred.
- Working knowledge of Microsoft 365, Outlook e-mail, and the ability to adapt to new technologies for communication and education purposes.
- Strong organization, prioritization, and communication skills and the ability to work effectively and professionally with others as described under Ministry Relationships.
- Ability to perform the Role Responsibilities of the position with or without a reasonable accommodation.
- An understanding of the commitment to the mission, theological position, and ministry praxis position of BCM International.

- I-9 and approved background checks fulfilled as required by law.
- Highly effective verbal communication and interpersonal skill with coworkers to establish working relationships that foster harmony, accurate sharing of information, and a positive working environment.
- Attention to detail and corporate finance experience preferred.

**V. Physical conditions**

Requires walking, kneeling, bending, reaching, stooping, standing, and lifting a maximum of 10 pounds. May require flexible hours.