



# VP of Accounting Opportunity Profile

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# Overview

## THE CRISTA FAMILY OF MINISTRIES

CRISTA exists to make known the love of Jesus Christ through demonstrated works of service and ministry. We use every method available so that the people of the world may hear the Gospel, accept Christ as their Savior, and grow in their faith. We are a united yet diverse family of Biblical Ministries inspired by a shared vision to serve and impact the young through the elderly, all cultures and backgrounds, in our own backyard and around the world through excellence in our service and operations. By leading a healthy and sustainable organization, CRISTA empowers its ministries to serve the needs of the world and share the Gospel, making disciples. Our commitment is to glorify, honor and obey the Lord in all we do through a workforce of staff and volunteers who are called, committed and faithful Christians.

CRISTA is a family of five unique ministries united in one purpose—to serve the needs of the world with the Gospel of Jesus Christ. Through our unity we believe God can do more than each ministry in our family can do on its own. Out of His abundant grace, God has provided us with a vision that we call our Big Dream.

*The CRISTA Family will operate a healthy and sustainable organization where we will annually serve 3 million people with the love of Christ and witness 700,000 new and growing disciples of Jesus Christ by 2025.*

Headquartered in Shoreline, Washington, the CRISTA Family of Ministries serves locally, regionally, nationally, and throughout the world.



## VISION

To transform lives with the Gospel of Jesus Christ through sustainable, Biblical Christian ministries.

## MISSION

We are a family of ministries empowered to serve the needs of the world with the Gospel of Jesus Christ.

## BIG DREAM

To annually serve 3 million people with the love of Christ and witness 700,000 new and growing disciples of Jesus Christ by 2025.

## HISTORY

In 1948, CRISTA founder Mike Martin prayed for a youth home just outside the abandoned Firland Tuberculosis Sanatorium in Shoreline, Washington. He had no idea he was helping to plant a seed that would grow into the family of ministries we have today. He was simply looking for a place to house and feed the teens he had met through his ministry with youth.

Although the King County Commissioners responsible for the sanatorium's fate initially rejected Martin's application to lease the space, he was persistent. Eventually, the commissioners granted Martin the 56-acre campus for \$1.00 a year, with one condition: he must also begin a much-needed retirement community on the campus. As Martin began working to repair the sanatorium with the help of his wife and children, over 70 families who shared his vision to serve showed up to help.





Just one year later the sanatorium became King's Garden and opened as a home to youth in dormitories and approximately 80 elderly residents. Soon, King's Schools was formed to meet the youth's educational needs with a Christ-centered school. The school celebrated its first graduating class in 1951. During summers, King's Garden remained vibrant with on-campus summer camps, before Miracle Ranch, the first of two camps, became host for the summer program's expanding needs.

Meanwhile, the growing community at King's Garden shared its stories and faith through a 15-minute radio program on a local station. When the station eventually cancelled the program, Martin wasn't deterred. Sensing God's direction, he started his own station, and KGDN went on-air in 1954. The radio ministry branched naturally over time into our current stations and online presence.

King's Garden became CRISTA in 1979 (an identity inspired by the concept of putting Christianity in Action) and maintained a focus on serving the poor; hosting annual missionary conferences and welcoming missionaries during their furloughs. On December 1, 1970, World Concern, previously "Medicine for Missions," joined the ministry family.

Through the years, as new rings have been added to our family, CRISTA has retained the mission of serving the needs of the world with the Gospel of Jesus Christ through education, international relief and development, senior care, and media.





# Ministries

**KING'S SCHOOLS** is the realization of the vision Mike Martin had when he started CRISTA 71 years ago. The school opened in 1950 with the goal of providing a home and education for children, as well as discipling them in Christ. Though no longer a boarding school, King's continues to provide a college prep education with a Christian worldview. Students are taught scripture in class and disciplined in their faith by teachers and coaches daily. Today, King's Schools serves more than 1,000 students in preschool through high school each year. 98% of King's Schools' graduates go on to pursue higher education. King's School has won 51 state athletic championships, 41 academic championships, and holds 11 scholastic cup championships.



Watch video linked below to learn more about King's Schools:

<https://vimeo.com/522870166>



Lives Transformed Video Spotlight: *Colton, a senior at King's, shares his story of how being a King's athlete transformed his life.*

<https://vimeo.com/542341344>

**CRISTA SENIOR LIVING** was formed in 1950 to serve the elderly with Christ's love. Senior Living staff provide compassionate and professional care for more than 1,658 seniors at two locations—Cristwood in Shoreline and Crista Shores in Silverdale, which was opened in 1994. Our seniors at Cristwood enjoy an intergenerational community as they interact with the staff of our ministries and the students at King's Schools. During the last 71 years, many seniors have been brought to Christ and encouraged in their faith through the ministry of staff and our chaplain at Senior Living.



Watch video linked below to learn more about CRISTA Senior Living:

<https://vimeo.com/522934072>







**CRISTA CAMPS** grew out of the desire to serve young people and share the love of God with them. Miracle Ranch and Island Lake—like every ministry at CRISTA—are a miracle of God’s provision. The Camps provide memorable experiences where more than 26,500 children and adults encounter Christ each year. Our Camps provide one-of-a-kind experiences that connect campers with our Creator through nature, fellowship, and fun. Intentional Bible teaching, cabin devotions, and fireside worship sessions birth new life in Christ within many campers each year.



Watch video linked below to learn more about CRISTA Camps:  
<https://vimeo.com/522939355>

**CRISTA MEDIA** began in 1954 and has grown to reach 1.5 million regular listeners through major market radio stations and digital platforms. CRISTA Media serves the world with the Gospel of Jesus Christ through SPIRIT 105.3, PRAISE 106.5, and KCIS 630, making known the love of Christ, and mobilizing our listeners to create an impact in their world, locally and globally. CRISTA Media also reaches out digitally through its All Mom Does blog and podcast, and other streaming stations including Lift Radio, Sky Country Radio, and Quiet Time Radio.



Watch video linked below to learn more about CRISTA Media:  
<https://vimeo.com/522949193>





**WORLD CONCERN** joined CRISTA Ministries in 1970. Our mission through sustainable global development is to bring the gospel to the remotest regions of the world. We have served more than 7,193,339 people in over 15 countries in response to disasters and through sustainable community development. As we meet practical needs, the Lord opens hearts to hear His truth and many come into a relationship with their Savior, leading to transformation in both their lives and communities.

We currently work in 12 countries: Haiti, Laos, Bangladesh, Myanmar, Sri Lanka, Nepal, Chad, Democratic Republic of Congo, Uganda, Kenya, Somalia, and South Sudan.



Watch video linked below to learn more about World Concern:  
<https://vimeo.com/522856518>

## CRISTA Employees Core Values

- ▶ **CHRIST-CENTERED** – We approach our work by faith, prayerfully believing God will do the miraculous.
- ▶ **SERVANTHOOD** – We serve our world by meeting needs practically & spiritually.
- ▶ **UNCOMPROMISING INTEGRITY** – We are honest, transparent and trustworthy, reflecting Jesus in all we do.
- ▶ **HOLY STEWARDSHIP** – We honor and maximize the potential of resources, assets and people God has entrusted to us.
- ▶ **UNIFIED TEAM** – We are One CRISTA, united in the vision to transform lives with the Gospel of Jesus Christ.





# Doug Suttén

## EXECUTIVE VICE PRESIDENT & CHIEF FINANCIAL OFFICER

Doug joined CRISTA in 2014 as fulfillment of a desire to serve the Lord in ministry. Doug's professional career has included eight years in public accounting and prior experience as a CFO in the hospitality sector as well as financial positions in the technology sector. Doug oversees financial reporting, budgeting, accounting, compliance and analysis of asset transactions for the CRISTA family of ministries and leads the finance, information technology and facilities teams for the organization, where he has overall responsibility for supervision of facilities management, building construction and renovation of CRISTA assets.

## POSITION SUMMARY

Reporting to the EVP/CFO the VP of Accounting/Controller is responsible for supplying great accounting and finance support, applications, tools, and services. Provide effective leadership to the Accounting and Mail departments which include payroll, accounts payable, cash management, gift processing, corporate accounting, and the corporate mail room. Provide financial reports and advice to CRISTA's Ministries and corporate departments. Facilitate the preparation of CRISTA's tax returns, overseas audit support for all financial audits and work with the CFO and others to ensure adequate internal controls and timely implementation of accounting guidance and regulations. Provides leadership, strategic and tactical direction for accounting staff and functions. Develop and adhere to accounting policies and procedures, performance management, training, and leadership development of Accounting/Mail staff.



# Essential Functions & Qualifications

## CHRIST-CENTERED LEADERSHIP TRAITS

- ▶ Inspire others with Christ-like character and have an active and personal relationship with Jesus Christ.
- ▶ Use spiritual disciplines such as prayer, Bible study, and worship to encourage staff, ministry customers and others to live a life surrendered to Christ.
- ▶ Demonstrate business insight, seasoned by faith in God and CRISTA's global mission, in setting clear organizational goals for fiscal management, and its human resources.
- ▶ Relevant experience leading a large nonprofit organization. Experience in leading a growing organization, implementing the required talent acquisition, and building infrastructure capacity to enable individuals and groups to generously give resources to help fulfill CRISTA's vision.
- ▶ Commitment to pursue a lifestyle on and off the job that is consistent with CRISTA's mission, compatible with historical Biblical standards of morality and that reflects the message, mission, and character of Jesus Christ.
- ▶ Nurture a collaborative leadership environment, building a cohesive fiscal management team, where personal and professional staff development is encouraged and facilitated.
- ▶ Endeavor in agreement and support of CRISTA's Doctrinal Statement of Faith.
- ▶ Demonstrates the values of a CRISTA leader.

## Duties

### MINISTRY SUPPORT AND FINANCIAL ANALYSIS:

- ▶ Responsible for financial reporting and financial audits of CRISTA including CRISTA's 403(b) plan, WCDO, CRISTA Ministries Canada, as well as Single Audits (A-133) when applicable.
- ▶ Manage relationships with CRISTA executives, management, and staff to secure solutions that add value and help the organization fulfill its mission.
- ▶ Facilitate preparation of federal tax returns including CRISTA, World Concern Development Organization (WCDO), CRISTA Ministries Canada, trust tax returns, and the CRISTA 403(b) Plan's form 5500 and form 8955-SSA.
- ▶ Oversee preparation of other state and federal filings including W2's, 1099s, payroll taxes, state business tax returns, business license renewals, real and personal property taxes, federal census reports, unclaimed property and Office of Insurance Commissioner filings.
- ▶ Ensure CRISTA's employees and vendors are paid timely, accurately and in compliance with applicable laws and regulations.



- ▶ Develop, implement, administer and/or coordinate policies and procedures necessary for effective financial operations within ministries.
- ▶ Work with team to create best practices in alignment with CRISTA and industry standards with respect to Media and King's billing system and donation tracking and receipting.
- ▶ Provide leadership to CRISTA's purchasing needs including the corporate purchasing card program and related control procedures as well as ensuring procurement policies are in place and operating in accordance with the Uniform Guidance for federal grant funds.
- ▶ Provide leadership for CRISTA's accounting and finance needs following the highest levels of accountability, transparency, and integrity.
- ▶ Consult on accounting and finance issues to CRISTA ministries and departments including the implementation of new accounting guidance.
- ▶ Follow CRISTA policies, procedures, laws, and regulations.
- ▶ Complete ministry research and other reporting, or coordinate with external specialists, as required.
- ▶ Participate in general management of CRISTA through Ministry Council, Capital Committee, 403(b) Advisory Committee, New Software review process, and/or Board of Trustees meetings as requested.
- ▶ Oversee the mail center to provide high quality mail services.

## Manage Accounting Department

- ▶ Manage the accounting department so accurate and timely financial information is provided to CRISTA and its ministries, CRISTA Ministries Canada and for external compliance.
- ▶ Ensure the Accounting Department follows CRISTA policies, procedures, laws, and regulations.
- ▶ Ensure effective use of accounting related software and regularly review software to ensure software meets current business needs.
- ▶ Manage relationships with external partners of the Accounting Department.
- ▶ Develop appropriate short- and long-term objectives, strategies, standards, and performance evaluations for the Accounting Department.
- ▶ Create a culture of cooperation and mutually beneficial relationships that provides excellent customer service.
- ▶ Create an environment of service and innovation that creates a win-win for internal customers and the accounting department.
- ▶ Determine Accounting/Mail Department budget and resource priorities.



# Financial & Operational Analysis

- ▶ Propose to the CFO changes in accounting and financial policies and procedures.
- ▶ Ensure appropriate internal controls of CRISTA financial reports and systems.
- ▶ Manage cash needs to maintain appropriate availability and returns.

## People Management

- ▶ Ensure department leaders provide excellent leadership and stewardship of employees to achieve a high level of employee care, engagement, trust, and satisfaction.
- ▶ Connect employees to mission and vision.
- ▶ Challenge direct reports with opportunities to grow spiritually, professionally, & personally.
- ▶ Accountable for accomplishing excellent performance management so employees are valued and know where they stand.
- ▶ Manage employee metrics (turnover, workplace injuries, employee relations issues, pay practices) to prevent risks.
- ▶ Work with central HR to identify top talent and succession plan for the Accounting Department.

## Supervisory Responsibilities

- ▶ Supervise all Accounting, Payroll, and Mail Department staff with full authority to hire, evaluate performance, provide corrective action, and recommend termination.
- ▶ Provides opportunities for employees to grow spiritually and integrate their faith at work.
- ▶ Create a culture of cooperation and mutually beneficial relationships between accounting and all CRISTA employees.
- ▶ Effectively manage employees and teams by setting realistic goals and achieving excellent results.
- ▶ Provide support in troubleshooting situations, regarding day-to-day financial operations and training as needed for new and existing staff.







## Education

- ▶ Bachelor's degree in Accounting, Finance or related field from an accredited college or university recognized by the United States Department of Education or equivalent.
- ▶ Relevant work experience may be substituted for education on a year-for-year basis.

## Licensure / Certification

Certified Public Accountant - required (public accounting experience preferred)

## Experience

- ▶ Supervisor - Seven years' experience in Accounting/Finance as supervisor, manager, senior manager, director or above with increased levels of responsibility.
- ▶ Has led teams of at least ten people.
- ▶ Has technical knowledge of FASB policies, state, and federal taxes.
- ▶ Experience in implementation of system changes/updates and correcting system issues with global impact.
- ▶ Keen understanding of internal controls and regulatory compliance.

## Software / Equipment Knowledge

Proficient in Microsoft Office Suite and telecommunication devices.

## Other Considerations

- ▶ Able to deal tactfully and professionally with a wide spectrum of personalities and leadership styles.
- ▶ Able to counsel and mentor staff.
- ▶ A spiritual calling for this position.



# Locale – Shoreline, Washington

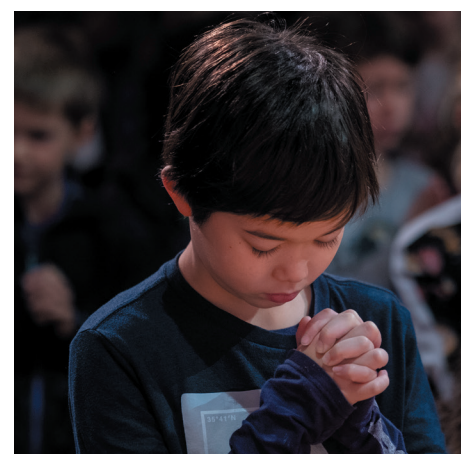
The City of Shoreline offers classic Puget Sound beauty and the convenience of suburban living with the attractions of nearby urban opportunities. Next door, Edmonds is one of Washington's most picturesque waterfront communities and offers visitors a seaside ambiance and residents an appealing, small-town feel. Shoreline is a suburb of Seattle with populations of 56,000. It is known as one of the best places to live in Washington. This community offers residents an urban/suburban mix feel, and most residents own their homes. There are a lot of restaurants, coffee shops, and parks. Many young professionals live in Shoreline and residents tend to have moderate political views, similarly young professionals and retirees live in Edmonds and residents tend to lean conservative. The schools in these communities are highly rated. More about Shoreline.





# CRISTA Ministries Statement of Faith

- ▶ We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- ▶ We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
- ▶ We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- ▶ We believe that mankind was created in the image of God, all people everywhere are lost and face the judgment of God, that Jesus Christ is the only way of salvation, and that for the salvation of lost and sinful man, repentance of sin and faith in Jesus Christ results in regeneration by the Holy Spirit.
- ▶ We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- ▶ We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of the damnation.
- ▶ We believe in the spiritual unity of believers in our Lord Jesus Christ.
- ▶ We believe that God designed marriage as a covenantal bond between one man and one woman, and God's intent for sexual expression is to occur only in the covenant of marriage.
- ▶ We believe that human life is sacred from conception to its natural end; and that we must have concern for both physical and spiritual needs.
- ▶ We believe that we must dedicate ourselves to prayer, to the service of our Lord, to His authority over our lives, and to the ministry of evangelism.



# Anticipated Search Calendar

It is anticipated that the top four VP of Accounting/Controller candidates will be interviewed by the Interviewing Committee in mid to late September 2021.

## Search & Selection Process

The CRISTA EVP/CFO along with the Interviewing Committee is charged with vetting candidates for the position and is assisted by Jeff Davis, Dingman Company Vice President. The Dingman Company will explore a broad network to suggest potential candidates. This thorough search will include consideration of many names and subsequent review of resumes. When appropriate, candidates will be asked to provide a thorough resume, complete CRISTA's online application, respond to a questionnaire, and have a video interview with Jeff Davis. Those holding the most promise will then be interviewed in person. Next, references and backgrounds will be checked, degrees will be verified, and an extensive candidate profile will be prepared for the interviewing committee.

The interviewing committee will initially interview the top four candidates. When a preferred candidate is identified, the candidate and spouse will participate in a final interview, as well as meet the CRISTA staff and leadership team. Interviews will take place in September 2021, with the final VP of Accounting/Controller selection by the end of September.

The Dingman Company, Inc. is a retained executive search firm devoted exclusively to serving clients in matters of executive selection. While some of our assignments are in the corporate sector, due to our faith, we primarily serve nonprofit organizations which are followers of Jesus Christ. As a faith-based religious institution our client complies with all applicable laws pertaining to nondiscrimination based on race, color, national origin, sex, age, disability, and any other applicable legally protected category. As a religious institution, our client has the right to, and does, require that its employees hold beliefs consistent with its Statement of Faith and conduct themselves in a manner consistent with its religious beliefs.







We fully respect the need for confidentiality of information supplied by interested parties and assure them that their backgrounds and interests will not be discussed with anyone, including our client, without their prior consent, nor will reference contacts generally be made until mutual interest has been established. Reference checking will involve the candidate's permission to access third parties. The search consultants will be cautious and sensitive as needed in trying to preserve any candidate's anonymity.

**JEFF DAVIS, VICE PRESIDENT**

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