



Position: Controller

Pay: \$42 - \$52 per hour, depending on experience

Full-time/part-time: Part-time (16-24 hours per week); occasional evening/weekend events and travel

Job location: In-office

About Idaho Family Policy Center

Idaho Family Policy Center is a 501(c)(3) non-profit ministry that advances the lordship of Christ in the public square through engaging the church, promoting God-honoring public policy, and training statesmen.

Office Coordinator

Under the supervision of the President and the Vice President of Operations, the Controller manages the financial operations of Idaho Family Policy Center, including accounting, budgeting, reporting, and compliance. The Controller must be committed to IFPC's mission of advancing the lordship of Christ in the public square, including government and culture.

Responsibilities:

- Financial Management (40%)
 - Oversee day-to-day accounting operations, including general ledger, accounts payable/receivable, payroll, expense reports, and banking
 - Prepare monthly, quarterly, and annual financial statements for internal use and board reporting
 - Ensure accuracy, timeliness, and transparency in financial reporting
 - Create and manage organizational and departmental budgets in coordination with leadership
 - Monitor cash flow, reconcile accounts, and manage restricted and unrestricted funds appropriately
- Compliance and Controls (30%)
 - Develop and maintain strong internal controls and compliance with nonprofit accounting standards (GAAP, ECFA)
 - Coordinate and oversee annual audits and 990 filings in collaboration with external auditors and CPAs
 - Ensure timely tax filings and regulatory compliance
- Strategic Planning and Stewardship (20%)
 - Provide financial analysis and forecasting to support strategic planning and program evaluation
 - Advise the President and other members of the development team on financial risk management, investment strategies, and fiscal policy
 - Support fundraising operations by generating reports on restricted gifts, grant compliance, and donor stewardship
- Miscellaneous tasks, event assistance, and office support (10%)
 - Provide support for IFPC events, including planning, logistics, set up, and tear down
 - Assist with office operations, including CRM management
 - Other ad hoc tasks as assigned by the President

Qualifications:

- Bachelor's degree in Accounting, Finance, or related field required; CPA preferred
- 5+ years of accounting experience, preferably in a nonprofit environment
- Deep understanding of nonprofit fund accounting, donor restrictions, and GAAP principles
- Proficiency with accounting software (QuickBooks Online preferred) and Microsoft Excel/Google Sheets

To apply, please submit your cover letter and resume to info@idahofamily.org. Your cover letter should indicate that you are a mature Evangelical Christian, involved with a local church, and affirm the IFPC mission, statement of faith, and key issue positions.