

Position: Controller

Pay: \$50 – \$62 per hour, depending on experience

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

Job Location: Boise, ID

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 promoting God-honoring public policy, engaging the church on cultural issues, and training statesmen to advocate biblical values.

Controller

Under the supervision of the Executive Vice President, 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.

Required 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

Job Responsibilities

- Financial Management (40%)
 - Oversee day-to-day accounting operations, including general ledger, accounts payable/receivable, payroll and employee benefits, 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, when needed
 - Other ad hoc tasks as assigned by the Executive Vice President or President

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