

Opportunity Profile

# CHIEF FINANCIAL OFFICER

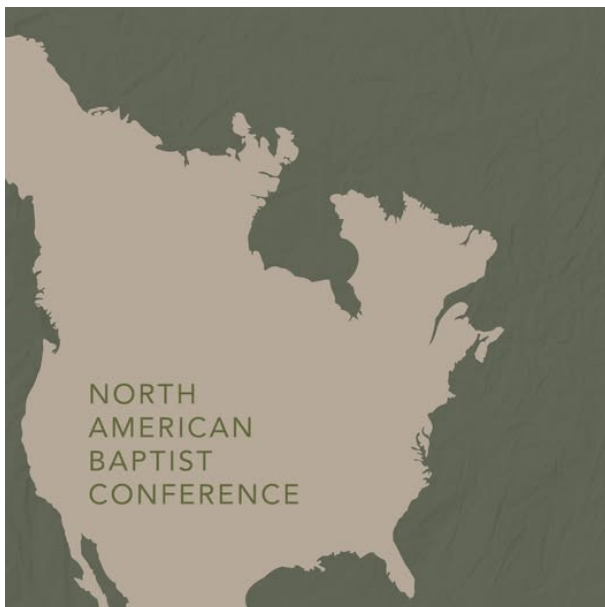


NORTH  
AMERICAN  
BAPTIST  
CONFERENCE



## OVERVIEW

The North American Baptist Conference of Churches (NAB) is seeking a Chief Financial Officer (CFO) to lead and strengthen the organization's financial operations in support of its Gospel-centered mission. Reporting to the Chief Executive Officer, the CFO—serving remotely or from the NAB office in Roseville, California—ensures the accuracy, integrity, and effectiveness of all financial processes, including budgeting, reporting, compliance, and strategic planning. Proven financial management skills, with the capacity to learn and oversee multi-entity operations across U.S. and Canadian contexts—including maintaining distinct accounting systems and financial records in compliance with each country's regulatory requirements—are essential to success in this role. As a key member of the Senior Leadership Team, the CFO provides insight and direction that enable NAB to fulfill its vision—to transform communities through healthy, Christ-centered churches that reach the lost, develop godly leaders, and multiply churches around the world.



### MISSION

The mission of The North American Baptist Conference (NAB) of churches is to glorify God by making disciples of Jesus Christ at home and internationally.

### PURPOSE

The purpose of the conference of churches is to combine the strength of all member churches into a team to more effectively and more broadly accomplish the mission.

### VISION

The vision of the conference is to transform communities through healthy, Christ-centered churches that reach the lost for Jesus, develop godly leaders, and multiply churches around the world.

### ENDS

A central component of the NAB's work is the establishment of **Ends**—shared priorities that the Conference believes God is calling its churches to pursue together. The unity of the NAB is grounded in a collective love for God, love for one another, and a commitment to work together toward these Ends:

**End #1** NAB Churches will be trained for missional ministries. The NAB seeks to focus on where God is on mission and joining Him in this mission. This focus includes church multiplication.

**End #2** - NAB Churches will seek opportunities to engage cross culturally. It is a priority for the NAB to work together with those different ethnically and culturally.

**End #3** - NAB churches will develop spiritual leaders. The NAB seeks to elevate emerging leaders by identifying, encouraging and equipping these leaders.

**End #4** - NAB churches will send and support international missionaries. This is about sharing the message of Jesus to the ends of the earth.





## HISTORY AND IMPACT

The NAB was started in 1850 by German-speaking Christians looking for connection, wanting to: reach out to others, raise up leaders and pastors, plant churches and send missionaries. This is still the work of the NAB.

Today the NAB is a binational conference with 400+ churches in six Canadian provinces and 34 U.S. states. The languages of our churches are English, Spanish, Mandarin, Punjabi, Hindi, Korean, Arabic, Japanese, Romanian, Polish, Slavic, Ukrainian and even Hebrew. The NAB continues to be a conference of immigrants.



## ORGANIZATIONAL LEADERSHIP



### **Dr. Harry Kelm**

#### *Executive Director*

Dr. Harry Kelm serves as Executive Director of the NAB, bringing with more than 37 years of pastoral and denominational leadership. Over the years, Dr. Kelm has served NAB congregations in both the United States and Canada, giving him a deep, binational understanding of the conference's history, culture, and mission. He has also served in key denominational roles — as Moderator, Past Moderator, and member-at-large on the Governing Board. As Executive Director, Dr. Kelm brings seasoned pastoral experience and a commitment to cross-cultural ministry and church multiplication across North America.



### **Cam Roxburgh**

#### *Vice President of Missional Initiatives*

Cam Roxburgh serves not just as Vice President of Missional Initiatives, but he is also a local pastor in the greater Vancouver, British Columbia, area, and the director of Missional Training Network. Cam is passionate about the mission that God is on and that God invites His people to engage in. Cam believes in helping local churches join Jesus on mission in their ministry contexts.



### **Joel David**

#### *Vice President of International Missions*

Joel David serves as the Vice President of International Missions. For more than fifteen years, he led an NAB congregation in Edmonton, Alberta. Joel also helped found a Bible college/seminary in India, introduced Natural Church Development in India and Ukraine, and led regional mission movements. He has a missional passion for seeing God's wisdom and glory displayed through the local church.



### **Stu Streeter**

#### *Vice President of Church Multiplication, Ministry Advancement and Communication*

Stu Streeter serves as the Vice President of Church Multiplication, Ministry Advancement and Communication. As a church planting pastor, Stu has both the real-world experience as a church planter and sending pastor and the heart to see the inbreaking of the Kingdom through church multiplication. Stu also has a passion to communicate how God is on mission and challenge God's people to give to this mission.



### **Wayne Stapleton**

#### *Vice President of Cross-Cultural Engagement and Emerging Leader Engagement*

Wayne Stapleton serves as the Vice President of Cross-Cultural Engagement and Emerging Leader Engagement. Previously, he pastored a local NAB church in the Detroit, Michigan, area for nearly ten years. Wayne sees his role as fostering a culture of listening and learning from the experience and perspectives of others and seeking to partner together as a diverse people of God, whether that is across cultural or generational lines.



## WHAT THE TEAM SAYS ABOUT SERVING AT THE NAB

- *The IO team is responsive, winsome, and very helpful. There is a commitment to not silo.*
- *Harry is easy-going and extremely competent.*
- *We have a lot of fun, but we get a lot done.*
- *It is awesome—we are all pulling in the same direction.*



- *There is a commitment to relationships, to the mission and to each other.*
- *We wrestle—in a good way—with the best way to do things.*
- *We have strong leaders and differences of opinion are welcomed.*
- *We have a super-strong, healthy culture and a strong mission engagement.*
- *We have a family feel at NAB. This is wonderful, but a commitment to grow must not be lost in this.*
- *We are small enough to not dismiss people yet have the mindset to vision cast.*

- *The NAB needs to retain the importance of managing legal compliance within a global ministry.*
- *The NAB must have a strong loyalty and connection with partner churches and participating churches.*
- *Senior leadership must have theological alignment with the NAB Statement of Beliefs.*
- *Through our work we get to observe a lot of life changes within NAB churches and NAB church staff.*
- *There is a solid team in place. Very loyal.*
- *I love the part of my job where I get to meet people and hear their stories.*

## WHAT THE TEAM SAYS ABOUT THE NEXT CFO- These are strengths that need to keep getting stronger.

- *Focus on growth without losing sight of ministry.*
- *Maintain a Godly vision of all that God has given through His people.*
- *Understand how to manage our investments well.*
- *Communicate numbers and budgets to non-number-oriented people.*
- *Consider, in an ongoing way, possible software options and applications.*
- *Be an active and participatory member of the Executive Team.*
- *Consider, in an ongoing way, NAB processes and determine what is needed.*
- *Give strategic input.*
- *Oversee many responsibilities with an ability to prioritize.*
- *Manage and lead through two different economies and financial systems – USA and Canada.*





## THE POSITION SUMMARY

The CFO provides overall financial leadership and management for the International Office of the North American Baptist Conference, ensuring faithful stewardship of resources that advance the NAB's mission to make disciples, develop godly leaders, and multiply churches across North America. Reporting directly to the Executive Director, the CFO oversees financial strategy, operations, and ministry support functions with excellence, integrity, and a commitment to the NAB's Gospel-centered purpose.

## ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

### I. Strategic Financial Planning

- Advise the Executive Director regarding the financial stability of NAB.
- Consider the long-term implications of NAB income sources and develop strategies to diversify and strengthen them.
- Strategically envision and research future income possibilities to fund ministry.
- Oversee the strategic use of existing assets to maximize ministry impact.
- Guide the development and management of financial assets and investments in alignment with NAB's mission and values.
- Maintain awareness of financial issues and economic climates in both United States and Canada, anticipating trends that may affect the organization.

### II. Financial Management and Administration

- Develop and implement the annual budget with authority for implementation decisions.
- Design and manage cash flow procedures to ensure financial obligations are met in a timely and prudent manner.
- Ensure timely and accurate financial reports to department heads, the Executive Team, and the Governing Board.
- Oversee legal issues and maintain active coordination with attorneys in both the U.S. and Canada.
- Manage intercompany funding between U.S. and Canadian entities.
- Perform annual functional allocation of expenses to support Shared Administrative Cost rate.

### **III. Department and Operational Oversight**

Provide leadership and supervision to the Ministry Support department, including oversight of key functions:

- Gift processing and receipting.
- Accounts payable and receivable.
- Payroll.
- Human Resources and benefits administration.
- Retirement plan administration (U.S. and Canada).
- Regulatory and policy compliance.
- Business insurance management.
- Trust and annuity administration.
- U.S. 501(c)(3) group exemption maintenance.
- Records retention and permanent file agreement.

### **IV. Investment, Audit, and Risk Management**

- Manage investments and serve on the Investment Committee, providing administrative support to the chair.
- Oversee annual external audit processes in both the U.S. and Canada.
- Oversee IT systems and technology needed to improve organizational efficiency and integration.
- Research and address matters related to church reversionary clauses, gift mortgages, and other real estate issues, as needed.
- Ensure compliance with nonprofit, governmental, and denominational regulations.

### **V. Ministry and Event Support**

- Active and participating member of the NAB Executive Team
- Provide administrative and financial support for NAB's key International Office events, including Triennial, Youth Gathering, and Bonfire.
- Provide ministry input and direction for various ministry initiatives.
- Promote a culture of transparency, stewardship, and service throughout the organization.
- Evaluate the financial benefits and liabilities of proposed ministry decisions.
- Perform other duties as requested by the Executive Director.

## **IDEAL QUALIFICATIONS**

### **Professional and Educational Background:**

- Bachelor's degree in accounting, Finance, or Business Administration; advanced degree (MBA) is a plus.
- 7+ years of increasingly responsible leadership serving nonprofits, churches, mission organizations, or related. For-profit experience with significant ministry lay leadership experience will be considered.
- Proven expertise in financial strategy, budgeting, reporting, compliance, and investment management.



- Strong administrative and analytical skills, with the ability to streamline systems and lead organizational future modernization in accounting, HR, and IT.
- Strong aptitude for learning and managing multi-entity financial operations in both U.S. and Canadian contexts, including maintaining distinct accounting records for each country (recognizing candidates may need to learn this).
- Knowledge of nonprofit regulations, fund accounting, and stewardship principles. Certified Public Accountant (CPA) is not required, but would be a plus.
- Experience overseeing audits, legal compliance, and risk management in faith-based organizations.

#### **NAB Requirements and Characteristics:**

- A devoted follower of Jesus Christ whose faith shapes every aspect of life and leadership.
- In full agreement with [North American Baptist Conference Statement of Beliefs](#).
- Active membership in an NAB church.
- Models biblical integrity, humility, and a servant-hearted approach to leadership.
- Possesses a gracious, patient, and peace-promoting spirit. Ability to navigate theological, cultural, and generational diversity with empathy and respect.
- Demonstrates high Emotional Quotient (EQ) and discernment; approachable, trustworthy, and transparent.
- Passionate about advancing NAB's mission to make disciples, develop godly leaders, and multiply churches through faithful stewardship of God's resources.
- Exhibits excellence, dependability, and joy in work—motivated by a desire to glorify God and serve the Church well.





## SEARCH PROCESS

If you or someone you know is interested and meets most of the qualifications outlined in this profile, please contact us or recommend them for consideration. Alternatively, you may forward this information to them. Thank you.

Send your resume to the contact below.

Candidates can rest assured that their names will be handled discreetly, and their inquiries will be treated with the utmost confidentiality.

The North American Baptist Conference is an equal opportunity employer and does not discriminate based on race, age, color, gender, national origin, familial status, veteran status, or physical handicap. However, by the nature of this organization and its purposes, it does limit its hiring to people whose beliefs, theology and lifestyle are consistent with The North American Baptist Conference Statement of Faith.

We understand and fully respect the need for confidentiality of information provided by interested parties. Be assured that backgrounds and interests will not be discussed with anyone, including our client, without prior consent. Additionally, reference contacts will not be made until mutual interest has been established.

Tim Bernstein, President  
Ardent Search Company  
[tim@ardentsearchco.com](mailto:tim@ardentsearchco.com)  
(818) 581-9715  
[LinkedIn](#) | [Tim Bernstein](#)

