



# Opportunity Profile

CONTROLLER  
CCMBC LEGACY FUND

---

NELSON/KRAFT  
AND ASSOCIATES

# EXECUTIVE SUMMARY

CCMBC Legacy Fund is seeking a detail oriented and relational Controller to join their team at their head office in Winnipeg.

Reporting directly to the Chief Financial Officer, the Controller has the following primary responsibilities: leading and overseeing the activities of the Accounting department, handling financial reporting, budgeting, and internal controls, and spearheading automation projects of the Finance department and other process enhancement initiatives.

If you are a teamwork oriented and servant-hearted leader with a CPA designation and values that align with that of CCMBC Legacy Fund, we would love to connect with you.





---

# OUR STORY

Forty years ago, the Canadian Conference of Mennonite Brethren Churches (CCMBC) began providing mortgages to its churches, pastors, and other ministry capital projects through its Stewardship Ministries division. In 2019, a substantial reorganization was completed, with mortgage, investment, and administrative services provided by Legacy and its subsidiaries.

Legacy is a Canadian Registered Charity whose sole member is CCMBC, and we serve as a resource to our 230 churches, provincial conferences, and ministry partners. Legacy provides payroll and accounting services for many of our churches and conferences, which they value for saving them significant time and expense. We administer the group insurance program that ensures all conference employees and retirees have access to comprehensive and affordable health, dental, and insurance coverage. We administer CCMBC's Pension Plan that helps participants prepare for retirement.

Investment and lending activities are provided through Legacy's subsidiary CCMBC Investments Ltd. By investing in promissory notes, our investors provide the capital necessary for us to extend secured mortgages to our churches, pastors, schools, and camps, enabling them to have a presence in the communities they serve.

Income generated by Legacy is directed to CCMBC ministries that help grow God's Kingdom through church planting, pastor leadership training, and other church-led ministry efforts.

To hear more about the work of CCMBC Legacy, watch an overview in [this video](#).





**WE EXIST TO PROVIDE  
MINISTRY-FOCUSED  
FINANCIAL SERVICES  
TO FACILITATE  
KINGDOM GROWTH**

---

## **OUR VALUES**

- We operate in dependence on God
- We serve our ministry partners
- We steward resources on God's behalf
- We provide high-quality, professional service
- We value the wellbeing of our employees

# OUR VISION



One very important step in our faith walk is to grow God's Kingdom. As disciples of Jesus, we are called to be good stewards of the resources God has provided for us. As part of the original charter of the Canadian Conference of Mennonite Brethren Churches, the conference envisioned the pooling of resources to create a fund for supporting mortgages for churches, pastors, and other capital projects for ministry. There are times when churches and pastors do not qualify for a mortgage with a bank, especially newer church plants. It is for these situations that the MB Stewardship Ministries program was created and continues through Legacy. Over the past 40 years, the Lord has blessed our people with the resources and heart to fund Kingdom growth. Today, many of our pastors' own homes and many churches have buildings thanks to the generosity of our constituents.

With the success and growth of the fund, and with increased regulations governing the financial world, a decision was approved by our churches in 2015 to create an independent organization to manage MB Stewardship Ministries. This step was necessary to ensure sustainability of a stable funding platform that will continue to fund ministry while providing our investors with a competitive rate of return. Governance of CCMBC Legacy Fund and CCMBC Investments is overseen by a board of directors comprised of a majority of CCMBC executive board members.

As we discern the expansion of our operations, we continue to pray, and ask God to provide the clear vision and wisdom required to make appropriate decisions now and in the years to come.

# KEY RESPONSIBILITIES

## Leadership & Supervision

- Effectively manage the day-to-day activities of the Accounting team, including maintenance of the general ledger, accounts payable, accounts receivable, and cash receipts.
- Provide leadership and mentorship to the Accounting team, ensuring appropriate training and development opportunities.
- Implement and supervise accounting procedures and processes.

## Financial Reporting, Budgeting & Internal Controls

- Ensure timely completion of internal financial statements for CCMBC Investments, CCMBC Legacy Fund, and associated/related entities in accordance with the relevant accounting standard framework (IFRS, ASNPO or ASPE).
- Ensure timely completion of all internal and external financial reporting.
- Administer the annual budgeting process including revenue and expense forecasting.
- Ensure the adequacy of internal controls over financial reporting and processes.
- Ensure regulatory and tax compliance with government requirements.
- Plan and coordinate the preparation of the annual audit and liaise with external auditors.

# QUALIFICATIONS

- CPA designation preferred, or in the final stages of the professional program.
- Excellent knowledge of IFRS, ASPE, and ASNPO, with the ability to recommend appropriate policy choices and explain their effects.
- Minimum of 5 years of experience in a senior accounting role.
- Proficiency in Access databases and advanced working knowledge of Microsoft Office suite products. Knowledge of GP Dynamics and its utilities is a strong asset.
- Experience in charity compliance is an asset.
- Background in management of information systems and credit risk is highly advantageous.

# SKILLS & ATTRIBUTES

- Christ follower with a desire to serve through this ministry.
- Strong problem-solving and analytical skills with the ability to grasp both the finer details and the big picture.
- Compliance-oriented, able to take initiative, and able to maintain a curious mindset.
- Demonstrated leadership skills and an effective team collaborator.
- Excellent communication skills.





# OUR SEARCH TEAM



[mark@nelsonandkraft.com](mailto:mark@nelsonandkraft.com)  
778.982.4427

## **MARK KRAFT** LEADING THE SEARCH

Mark is a trusted and sought-after executive search leader, with over 20 years of combined experience in the public and private sectors. Bringing a deep level of care and commitment to his clients, Mark has successfully led over 100 executive talent searches across Canada, for roles ranging from CEO to CFO, to COO. With his breadth and depth of experience, Mark has become a respected advisor and go-to expert for non-profit, charity, and faith-based organizations looking to source top executive talent.



[jeff@nelsonandkraft.com](mailto:jeff@nelsonandkraft.com)  
647.409.2922

## **JEFF PITCHFORD** SUPPORTING THE SEARCH

Jeff is an accomplished Senior Executive, with over 25 years of leadership experience across the chemical manufacturing and food processing industries. He wears many hats including Business Consultant, Executive Coach, Board Member, Forum Chair and Birkman Certified Professional. Jeff specializes in leadership development and team-based business success. He is passionate about developing leaders and building high performance teams.

# OUR SEARCH TEAM CONTINUED



[shawn@nelsonandkraft.com](mailto:shawn@nelsonandkraft.com)  
604.614.2665

## **SHAWN PLUMMER** SUPPORTING THE SEARCH

Shawn is a senior executive who, after 22 years in international relief and development, most recently served as President & CEO of Food for the Hungry Canada. His career has led to deep relationships and respect within his broad network of non-profits and businesses globally and across Canada. With invaluable program and leadership experience, a history of managing large teams, as well serving as a board member himself, Shawn is well equipped to come alongside your organization to ensure you have the right leadership team in place to drive your future success.



[matt@nelsonandkraft.com](mailto:matt@nelsonandkraft.com)  
613.355.1412

## **MATT ROBBERSTAD** SUPPORTING THE SEARCH

Matt is an accomplished Talent Acquisition Manager with a strong background in the non-profit sector. With over a decade of leadership experience in recruitment and retention, he has a proven record of success. Matt has effectively managed end-to-end recruitment processes for a wide range of positions at Christian Horizons, a major faith-based developmental service organization in Canada. His extensive expertise in recruitment and selection enables him to identify the ideal candidates for various organizational roles.

# ESTIMATED SEARCH TIMELINE

While every search is dynamic and time frames are hard to predict, the following is an overview of the expected timeline for this search:

**Location:** Winnipeg, MB

**Application Deadline:** February 29, 2024

**Start Date:** TBD

**Salary Range:** \$100,000-\$120,000

## HOW TO APPLY

Apply online at [nelsonandkraft.com/jobs](https://nelsonandkraft.com/jobs) with your cover letter and resume. You must be eligible to work in Canada.

Nelson/Kraft & Associates Inc. is an executive consulting firm that specializes in working with not-for-profits and for-profit businesses across Canada, assisting them in the placement of senior executives and directors.

Nelson/Kraft & Associates Inc. welcomes and encourages all interested applicants to apply for this position and is committed to the principles of diversity and inclusion in its hiring practices, and will only make distinctions among interested applicants in accordance with the applicable Human Rights legislation.

Nelson/Kraft & Associates Inc. also welcomes and encourages applications from candidates with disabilities. Accommodations are available on request for candidates taking part in the selection process. If you require disability-related accommodation during the recruitment process, please contact us.