



DIRECTOR OF FINANCE AND OPERATIONS

Position: The Director of Finance and Operations is responsible for managing the financial, facility, administrative, communications infrastructure, as well as employee compensation, benefits, and compliance. The Director reports to the Senior Pastor and is the senior businessperson on staff. The Director partners with the Session ensure that short-term and long-term financial and operating goals are met. The Director oversees the church's operating budget of approximately \$2 million/year. The Director manages a cross-functional staff of nine F/T and P/T employees.

Primary Responsibilities:

- Financial oversight of all operations and transactions of the church. This includes budgeting, financing, investments, accounting, financial reporting, internal control, and review by the church's public accounting firm.
- Support Finance Commission, Endowment, and Internal Audit Committee.
- Oversee and ensure compliance with all internal policies, procedures, and practice guidelines and recommend improvements as needed for efficiency and security.
- Provide advice to organizations that are or might become affiliated with the Church.
- Oversee all facilities, equipment, and properties of the church and related services. This includes managing custodial services, building security, and AV and IT equipment.
- Manage the church's administrative functions and staff. This includes provision of office, purchasing, and other administrative services to Pastors, the Session and its Commissions, and to the congregation.
- Manage benefits plans, clearances, and payroll deduction.
- Oversee communications services for the church. This includes printing and copying, telecommunications, website, and email services and the church's computer systems and software programs.

Qualifications:

- College degree and formal training in and understanding of accounting/financial management. Financial/accounting acumen mandatory.
- Five plus years experience in a supervisory or managerial capacity, including experience in financial management operating/office management, facility management, and human resources management.
- Strong IT skills, experience with church accounting systems desired. Proficient in MS Office Suite, particularly Excel and PowerPoint.
- Familiarity with non-profit accounting highly preferred (endowments, restricted gifts, and giving) and comfort working in a faith-based environment.
- Highest integrity. Able to work discreetly with sensitive information and situations.
- Strong interpersonal and leadership skills.
- Provide all necessary clearances.

Success Factors:

- Ability to communicate in written and oral forms with members, employees, and community. Highest level of discretion and diplomacy.
- Conscientious, detailed, with successful process improvement experience.
- Hands-on, team player with collaborative style and "get-it-done" attitude.

Compensation:

- Full-time, salaried position. Flexible hours possible but this is an on-site position. Position also requires occasional involvement with evening and weekend meetings and events.
- Competitive salary commensurate with experience.