

## Finance Director Job Description

**Title:** Finance Director (Full-Time)

### **EACH MINISTRY OF THE CHURCH INCLUDES A COMMITMENT TO SIX CORE VALUES:**

- Preach Boldly;** proclaiming the truth of God. (Nehemiah 8:8)
- Worship Authentically;** celebrating the person of God passionately and completely. (John 4:24)
- Pray Dependently;** approaching the presence of God fervently and expectantly. (1 John 5:14)
- Witness Courageously;** sharing the gospel of God wisely and respectfully. (1 Peter 3:15)
- Gather Purposefully;** engaging the people of God transparently and hopefully. (Hebrews 10:19-25)
- Plant Strategically;** building the church of God locally and internationally. (Acts 14:21-23)

**Position Objective:** Summit Point is looking for an experienced and qualified accountant to become its Finance Director. The Finance Director reports to the Business Pastor and works as directed by the Business Pastor and Church Treasurer in the arena of Accounting and Bookkeeping to process all recurring financial transactions involving the entire scope of accounts receivable and contributions. Prior experience in a non-profit organization is helpful.

### **PERSONAL COMMITMENT TO THE VISION OF SUMMIT POINT CHURCH:**

Our expectation is that all employees will, along with their spouses and children, seek to model the vision of a complete disciple:

- Worship Christ by consistently attending and engaging in our Impact Services.
- Walk with Christ by consistently engaging as a part of an age-appropriate Impact Group experience at Summit Point.
- Work for Christ by faithfully serving in the ministries of Summit Point as makes sense based on age and life situation.
- Witness of Christ by regularly being part of the outreach ministries of Summit Point Church and by personally sharing his or her faith with others.
- Must be a member of Summit Point Church or be willing to become a member as a part of the hiring process.

### **Spiritual & Character Qualifications:**

- Have a clear testimony of faith in Jesus Christ and a passionate, growing, personal relationship with Him.
- Have a history of moral purity.
- Be a self-starter with drive, passion, and initiative.
- Be teachable and willing to be held accountable.
- Be a team player with a positive attitude.

### **Professional Qualifications or Skills:**

- Have knowledge of, and experience with, an integrated accounting and business system.
- Have an aptitude to learn the financial accounting system of Shelby (the financial software tool).
- Have an aptitude to learn the financial system of Planning Center Online (PCO) where all contributions are recorded.
- Be proficient at Microsoft Excel and Word.
- Have an aptitude for learning accounting database programs.
- Be detail-oriented and accurate with the ability to multi-task.
- Have knowledge of general ledger, debits, credits, accrual accounting, and depreciation.

**Position Description and Responsibilities:**

- Prepare and record bank deposits.
- Assist in financial management and analysis, as requested.
- Coordinate business operations with the Accounting Clerk and accounts payable.
- Assist in budget preparations.
- Reconcile bank accounts.
- Maintain the accounting records of the organization in accordance with generally accepted accounting principles (GAAP).
- Maintain the internal financial procedures.
- Produce financial statements on a monthly basis.
- Provide support for the Elders, Treasurer, and Audit Team.
- Do document filing and retention.
- Perform other support work as needed and directed.
- Protect Summit Point's value by keeping information confidential.

**Salary & Benefits:**

- A competitive salary and benefits package commensurate with experience will be provided.
- This is a salary position (30+ hours/week avg.).
- Serious candidates should e-mail or send a cover letter and resumé to:

Attn: Steve McGinnis, Business Pastor  
Summit Point Church Peoria  
Finance Director  
401 Cimmeron Dr., East Peoria, IL 61611  
[smcginnis@summitpoint.org](mailto:smcginnis@summitpoint.org)