



<b>Job Title</b>	<b>Finance Director</b>	Date: Jan 2018
Department	Operations	
Reports To	Lead Pastor	

### **Overview**

White Flag is a non-denominational, fast growing and dynamic church that has quadrupled in the last 10 years. Our average weekly attendance is 1300+. We are looking for a person that can both work in the details as well as lead the overall financial strategy, oversight, and reporting for the church. This position has the primary responsibility for all business and financial aspects of the church. Candidates must have a proven track record of successfully leading teams that include staff in other functions, partnering with third parties, and reporting to leadership. The current role includes operating and learning many of the day-to-day details, while the longer-term responsibilities will involve leadership over operations staff as the church grows. Visit our website at [www.whiteflag.church](http://www.whiteflag.church) to get a snapshot of what is happening at our church and to review our Beliefs and Leadership Structure.

### **Position Summary**

To conduct the day-to-day reporting and general accounting of the financial operations of the church, while developing and analyzing financial reports. To improve the financial management and controls, operational effectiveness, and financial presentation to leadership for the church.

### **Essential Responsibilities**

1. General Accounting and Financial Reporting
  - Process accounting transactions for the church, including: accounts payables, receivables, expenses, investments, and payroll
  - Maintains the general ledger and completes journal entries, account reconciliations, accruals, and monthly closing process for preparation of timely, accurate, and complete financial statements
  - Develops, implements, and enforces accounting policies and procedures, sound financial practices and decisions, and guidelines for operating financial controls and reporting systems
  - Ability to present complex financial reports to broad audience and link financial strategies to church's mission
2. Financial Planning and Analysis
  - Analyze financials, trends, fluctuations, and ratios to explain results and identify improvement opportunities
  - Provides cash projections and evaluates funds available to support the day-to-day operating needs and capital or strategic investments
  - Leads annual budget process by recommending assumptions, establishing schedules, collecting and analyzing data, and reviewing financial information with leadership and staff
  - Serves as a business partner to the leadership team providing effective means to evaluate results, operating efficiencies, financial strategies, comparisons to budget, and improvement opportunities.
  - Provide reports and analyses that allow leaders to make better financial and operating decisions
3. Finance and Banking
  - Review and reconcile bank accounts and loan reports from bank
  - Manage online giving program internally and reconcile with Bank reports
  - Review of legal documents (e.g., tax filings, loan agreements, real estate contracts)
  - Serve as primary contact with Banks and assess best financing and funding to support investments/expansions
4. Human Resources and General Management
  - Manage payroll process and ensure timely payment and reports
  - Coordinate annual benefit enrollments, providing update on changes to staff
  - Maintain personnel records in accordance with DOL standards and best practices
  - Develop preliminary steps of interview process, including advertising and resume evaluation

5. Special Projects

- Provide assistance to facility management team in analyzing, negotiating, and complying with agreements
- Coordinate and support periodic construction and giving campaigns with tracking, analysis, and reports
- Assist with implementation of new financial and IT systems, where appropriate

**Key Success Factors (and Fit)**

- Provide financial information and resources to Pastors and Ministry Leaders to support decision making
- Respected and trusted as a leader showing knowledge and discernment of the financial operations of the Church
- Strong Work Ethic with the flexibility to work weekends, as needed
- Ensure privacy and security of WFCC resources with an attention to detail
- The willingness and ability to delegate responsibility
- An emotionally stable leader with a healthy and balance family/home life

**Education, Experience, Skills and Abilities**

- Bachelor’s Degree in Accounting, Finance or Business with MBA and/or CPA designation preferred
- Minimum of 12 years of related financial experience
- Experience working with churches or similar not-for-profit organizations
- Strong working knowledge of general accounting principles, financial analysis, and effective business processes
- Ability to work independently via established processes to effectively manage all aspects of church operations
- Strong analytical, problem solving, research, project management, and organization skills.
- Demonstrated ability to collaborate with all levels of leadership (Pastors, Elders, Staff, members) to provide relevant, insightful information to drive decisions
- Excellent communication skills, both verbal and written able to convey a message that is clear and concise with proper direction
- Solid understanding of accounting and financial reporting tools, proficient in Microsoft Office (Excel and PowerPoint presentations), QuickBooks (or similar) and other supporting systems; ACS/Planning Center Software a plus

**Values and Competencies**

- Upholds WFCC **B.A.S.I.C** Core Values that supports our mission: **TRANSFORMING LIVES BY CONNECTING PEOPLE TO JESUS, HIS WORD, AND COMMUNITY**
  - Bias for Action
  - Authenticity
  - Spiritual Growth
  - Integrity
  - Choose Unity
- Core Competencies:

Ensures Accountability	Financial Acumen	Situational Adaptability
Action Oriented	Courage to Make Decisions	Plans and Aligns
Business Insight	Self-Motivated	Collaborates
Manages Complexity	Decision Quality	Organizational Savvy
Strategic Mindset	Instills Trust	Optimizes Work Processes

**Compensation**

The responsibilities of this position are broad including many detail-oriented procedures as well as high level financial reporting and presentations. The Compensation package will be competitive for financial positions and commensurate with the prior experience and specific skills of the candidate.