



At the
Intersection
of Faith + Life

JOB DESCRIPTION

Position Title: Director of Operations
Date: December 2018
Reports To: Senior Pastor
FLSA Classification: Exempt

JOB SUMMARY

Oversees and manages all financial areas of the church including finance, accounting, budgeting, forecasting, analysis, reporting, contract negotiation and management and compliance. Oversees and manages the day-to-day operations, facilities and property management, office services and human resources of the church office. Collaborates with the Senior Pastor, executive committee, church council and staff in the development and implementation of strategic initiatives. Manages the use, maintenance, and operations of the church grounds and buildings. Supervises support staff.

RESPONSIBILITIES

Finance and Accounting—40%

- Accountable for the financial record keeping of the church, and provides monthly reports to the Church Council. Ensures appropriate and accurate accounting records are maintained including: accounts payable, payroll, general ledger, financial statements, bank accounts, investment and tax reporting, individual contribution records.
- Serves as the church's key contact with financial vendors.
- Ensures appropriate insurance coverage is in place and periodically reviews coverage and reviews new proposals to mitigate unnecessary risk.
- Monthly reviews financial commitments and contracts to ensure compliance and determine opportunity for possible adjustments.
- Completes year end processes including unemployment, benefits, 1099's, year-end financials, annual report, etc.

Operations—30%

- Acts as a staff advisor to various committees and participates in various committees, as needed.
- Develops and documents business processes and operating procedures.
- Researches new business procedures, computer techniques and financial programs.
- Gathers information and works with auditors as needed.
- Coordinates and monitors purchasing and the inventory process for equipment, furniture, supplies and other items.
- Facilitates project management for the maintenance and upkeep of all buildings and grounds which includes coordinating with committees, contractors, and architects on renovations and repairs.
- Manages inventory and maintenance of the computer system, phone system and security systems.



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Human Resources—30%

- Responsible for a human resources plan with policies, structures, and processes which support the church staff in areas of compensation, performance and people development, recruitment, training, staff relations, benefits and communication.
- Leads strategic hiring efforts and manages all recruitments processes and compliance.
- Keeps accurate employee files for all church staff, and annually reviews and updated Employee Handbook.
- Processes all new employee information including: required forms, entering information into the payroll system, and gathering information for benefits enrollment.
- Ensures job descriptions are updated and current for all active positions.
- Manages the annual benefits enrollment process and ensures all documentation is filed appropriately.

General

- Performs other duties as assigned by supervisor or other designate.

QUALIFICATIONS

- Bachelor's degree in Accounting/Finance or similar business degree or equivalent work experience.
- A working knowledge of accounting practices, human resources, and management.
- Desired minimum of three years experience in a related field.
- Ability to read, write, and speak in English required
- Solid understanding of financial statistics and accounting principals
- Must have proficiency with Microsoft Office Suite, and Quickbooks.

COMPETENCIES

- Works with integrity and is ethical and upholds Christian values.
- Ability to use independent judgement to make decisions of a material nature.
- Must be a strong team builder.
- Must possess solid analytical skills and sound decision-making capabilities.
- Ability to present recommendations in a timely, clear and concise manner.
- Ability to take initiative, be a strong team player, and respond to work demands in a flexible manner.
- Ability to produce timely, high quality work products in a deadline oriented environment with minimal supervision.
- Excellent written and verbal communication skills and interpersonal skills.
- Ability to effectively plan and organize.