



JOB DESCRIPTION

Position Title: Finance Director

Reports to: Pastor of Operations & Family Life

Wages:

Position Type: Part-Time (20-25 hours per week), Hourly

Job Summary:

Oversee the daily functions of financial accounting, analyze, verify and report financial information. Assist with HR administrative functions such as employee payroll, and enrollment with benefits, compliance changes, and processes.

Primary Job Responsibilities:

- Manage financial functions of Grace Church, including bank accounts, investments, credit card processes, cash boxes and any other accounts that affect Grace Church revenue and expenses.
- Assist in preparing the annual budget in collaboration with the Pastor of Family Life & Operations and Executive Team
- Provide Annual budget copies for all campuses after Budget is approved by the Elders
- Provide budget and cash flow analysis reports monthly to Lead team after receiving official report from Novum Partners, provide weekly, or monthly reports to ministries as requested , in addition to quarterly finance slides for each campus.
- Establish and assist with purchasing protocols for all ministry areas of Grace Church campuses, working with Pastor of Operations for continued processes as campus numbers increase.
- Ensure insight into the financial picture for decision making by meeting with Pastor of Family Life & Operations weekly.
- Work with Novum uploading and coding accounts payable to ensure a timely process for payables, and Processing weekly deposits and other income in Rock, coding and making sure Novum does deposit correctly in QuickBooks, and Online Giving (provider) for online processes.
- Manage payroll processes, adding new personnel to Gusto, assisting with policy changes, vacation, sick, and holiday pays. Oversee bi-weekly payroll, review payroll reports.
- Oversee employee payroll benefits, including but not limited to retirement, insurance, PTO and other benefits. Ensure Novum is making payments including 403(b) retirement with Guidestone and health sharing costs (Wayne Holmes Mutual).
- Ensure coverage of Worker's Compensation insurance, and process BWC payroll tru-up reports annually, make BWC payments. Work with Pastor of Operations for general liability insurance coverage documents (in Google Drive) and COI's as needed..
- Monitor SSB CD Renewals by presenting the new interest rate to the Pastor of Family Life & Operations to renew. Assist with sending totals of investment and CD's monthly to Novum for accounting.
- If Grace Church is audited, with assistance from the Pastor of Operations, handle all audit functions by working with external auditors for annual audit preparation, and providing requested documentation.

- Administer accounting practices, reporting functions, fund processing and strong financial controls in compliance with applicable IRS regulations and suggested processes by accounting firm (Novum Partners).
- Work with the Executive team to develop Capital giving campaigns in line with organizational objectives, tracking financial gifts against giving campaigns implementing them in Rock software, making sure Novum Partners are aware of the timing and campaign projects.
- Provide Novum with accurate information for federally required documents (1099's, W2's, etc.) as they request, requiring W9's for specific vendors.
- Ensure donor giving statements and tax letters are provided in a timely manner and meet all IRS requirements, working with Novum for final giving statements (email only). Giving statements are also mailed to approximately 175 persons without an email which is done in house.
- Assist Executive Team with Stewardship plans
- Banking: ACH Transfers to Missionaries (automated), FOR Campaign payments, transfers between bank accounts as directed by Novum, etc.
- Other duties as assigned by the Pastor of Operations

Qualifications:

- Must possess a BS Accounting and/or experience in the Non-Profit or Financial Management sector with a minimum of five years of experience.
- Must have strong skills in QuickBooks, (or similar accounting software), and Microsoft Excel. Rock RMS experience desired, but not required.
- Must have knowledge of financial accounting; and federal, state, and local laws.
- Must possess strong organizational, and communication skills, both written and verbal.
- Embrace a personal commitment to the mission and ministry of Grace Church.
- Understand banking rules/regulations for accounts, ACH practices and transfers

Volunteers

- Recruit and train all required volunteers working with finances

Process Improvements

- Work with the Executive Team, and Pastor of Family Life & Operations, and Missions Director to develop workflows for financial processes in Rock and for mission trips, fundraising, etc.

Human Resources

- Responsible for administrative areas payroll, benefits and employee relations as directed by Pastor of Family Life & Operations
- Assist in reviewing and making recommendations to the Pastor of Family Life & Operations for improvement of policies, procedures and practices in addition to implementing policies as given by both. .
- Maintains knowledge for agency compliance with federal and state legislation regarding personnel matters including wages, and employment, including required postings.

General

- Be available and responsive for other duties as they arise.
- Other duties as assigned

Required Skills and Job Complexity

a) Unique Skills and Knowledge

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills-asking “why” questions
- Ability to adapt to the needs of the organization and employees.
 - “What is best for Grace Church?”
- Thorough knowledge of employment-related laws and regulations.
- Remaining up-to-date with Non-profit best practices
- Watching for opportunities to automate and increase organizational efficiency

b) Problem Solving and Decision Making

- Solution-oriented
- Positive attitude and positive approach to problem solving including “what is best for Grace Church?”

Competencies Critical to this Position

Core Competencies

- Highly motivated
- Initiator and Self-Starter
- Quick thinker and reactor
- Detail focused

Technical Competencies

- MS Office experience and knowledge
- Quickbooks Online

Signature