



## Position Information

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**Role Title:** Director of Finance  
**Department:** Support  
**Reports to:** Executive Pastor of Administration  
**Supervises:** Financial Assistants

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### Objectives

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Perform the duties of Controller and Business Manager, manage payroll and assist with HR administration

### Areas of Responsibility and Associated Actions

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#### Responsibility #1: Controller

- Manage the efficiency, accuracy and productivity of the day-to-day activities of the finance department.
- Ensure the consistent application of generally accepted accounting principles (GAAP) in the processing of all types of accounting transactions; including, but not limited to, contributions, payroll, accounts payable, cash disbursements, credit cards, and fixed assets.
- Consistently apply church finance policies and monitor internal controls of financial procedures.
- Manage the month-end close to ensure that bank reconciliations, postings and journal entries are accurate, timely and appropriate.
- Manage the year-end close to ensure that fixed assets are capitalized and depreciated in accordance with church policies, and transactions are posted fairly and appropriately.
- Manage the preparation and distribution of required annual tax forms for accounts payable vendors and independent contractors.
- Ensure that adequate evidence is retained, in accordance with requirements, to support the accounting transactions processed.
- Issue annual financial statements, including required disclosures, that fairly present the church's financial condition, position and operations in accordance with GAAP.
- Issue quarterly financial statements for the quarterly business meetings of the church that fairly present the church's financial position.
- Prepare monthly financial reporting, including explanation of budget variances, for the Finance Committee.
- Serve as primary liaison with the independent auditor to provide evidence to support the assessment of the accounting principles used and significant estimates made by management in the annual financial statements.
- Communicate with the independent auditor regarding internal control procedures implemented during the year.
- Oversee the day-to-day activities of the financial assistants to ensure quality control, productivity, accuracy, efficiency and team cohesiveness.
- Supervise financial assistant who processes contributions and other cash receipts to ensure cash receipts are recorded timely and accurately.
- Supervise financial assistant who processes accounts payable to ensure payments are made to vendors on a timely basis.

- Review purchase orders and check requests for appropriate documentation, approvals, expense coding and data input prior to payment.
- Initiate bank transfers.
- Update and maintain signatory cards for all bank accounts.
- Obtain Certificates of Insurance as needed.
- Supervise credit card tracking process.
- Evaluate direct reports' performance on a basis not less than annually.
- Manage and approve work schedules of direct reports.
- Model servant leadership to promote an environment where staff members feel trusted and a vital part of the team.

## Responsibility #2 Manage Payroll and Assist with HR Administration

- Manage payroll processing and cash disbursements for staff benefits
- Review time clock records associated with each payroll to ensure accuracy, approvals and appropriateness.
- Collect, record, and store evidence supporting payroll additions or changes.
- Train, equip and supervise financial assistant on the processing of payroll reports in a manner consistent with church policies.
- Review payroll reports to confirm accuracy and inclusion of appropriate data and information.
- Pay salaries and wages in accordance with Fair Labor Standards Act.
- Process and deliver semi-monthly payroll.
- Remit payroll taxes in a timely manner.
- Issue accurate and timely payments to benefit providers to ensure on-going protection for staff members.
- Reconcile benefit payments to payroll deductions to ensure accuracy.
- Prepare and file quarterly 941
- Process and deliver annual wage and tax summaries (Form W-2) to employees.
- Process and submit annual wage and tax summary to the government (Form W-3)
- Perform background checks for potential new hire candidates
- Maintain employee files with job description, W-2, I-9, benefit selection forms, employment agreement, and other forms and information as required by the personnel committee.
- Maintain personnel data, information and records, both oral and written, in a confidential, discrete manner.
- Primary contact during on-boarding orientation to ensure new employees acquire the necessary employment paperwork and personnel & policy procedure handbook.
- Assist in the separation from employment process, to include, but not limited to: providing compensation data, calculations of severance sums, notifying benefit providers of termination date of benefits, and coordination COBRA benefits.
- Assist with communication to staff regarding benefit administration including, but not limited to changes in coverage, required documentation, types of benefits offered, and direction on how to obtain more information from benefit providers.
- Perform employment verifications as needed.
- Administer worker's compensation claims process.
- Serve as primary liaison in the preparation and communication of data and reports for annual worker's compensation insurance audit.

## Key Deliverables

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- Annual financial statements prepared in accordance with GAAP
- Quarterly financial reports
- Monthly budget reports for finance committee
- Audit schedules
- Annual W-2's, W-3, 1094's, 1095's, and 1099 filings

- Quarterly 941 filings
- Processed semi-monthly payrolls
- Payments to third party benefit providers
- Clear, comprehensive cash distribution and cash receipt processes
- Vendor payments
- Gracious, servant hearted interactions with other staff members

## Success Measures

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- Annually receive an unqualified audit opinion and no items of concern on the management letter from the independent auditor
- Accurate, timely and useful financial reporting
- Timely and accurate annual tax filings employees (W-2) and for vendors and independent contractors (Form-1099)
- Informed donors and communication with donors handled in a gracious, caring manner
- Prompt and courteous responses to employee needs and requests
- Timely and accurate processed payrolls that are free of material misstatement, that accurately reflect the compensation and selected benefits for each individual staff member.
- Timely and accurate payment of all financial obligations.
- Competent and capable financial staff who work as a team, reflect gracious service to staff, donors and vendors, and whose work product lacks material errors.

## Points of Interaction

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### Receives input from:

- Executive Pastor of Administration
- Executive Pastor of Ministries (HR and Compensation related issues)
- Operations Pastor
- Finance Committee
- Financial Assistants

### Works with:

- Financial Assistants
- Ministry Assistants
- Independent Auditors
- Consulting Partner
- Third party benefit providers
- Worker's Comp claims representatives
- Insurance broker

### Produces deliverables for (internal):

- All staff

### Produces deliverables for (external):

- Third party benefit providers
- Worker's comp insurance company

- Employment Verification firms
- Finance Committee
- Church body
- IRS
- Vendors and Independent Contractors

## Skills

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### Education & Certification

- Certified Public Accountant
- Bachelor's Degree in Accounting, preferred
- Five or more years of accounting experience, preferred

### Abilities & Experience

- Expert: The application of GAAP for a non-profit entity
- Expert: Financial Reporting
- Advanced: Experience in the HR and Payroll fields
- Advanced: Knowledge of IT to manage finance and accounting needs and software packages
- Proficient: Microsoft Office tools

### Soft Skills:

- High level of discretion, confidentiality, integrity and dependability
- Ability to adapt to a continually evolving environment
- Ability to interpret general business periodicals, professional journals or governmental regulations
- Ability to exercise initiative and assertiveness in a gracious manner
- Team player with strong interpersonal skills