

Job Description – Director of Finance

Standard Work Schedule (refer to policy standard hours)

- Full time
- Average 40+ hours per week

SUMMARY

This position is responsible for the financial administration of the church including budget preparation, financial reports and assessments. It provides leadership in the business/fiscal operations of the church working with the executive pastor, the pastoral leadership team and trustees. Additionally, it is responsible, under the direction of the Executive Pastor, for long-range financial matters and establishing church-wide financial and administrative objectives, policies, programs, and practices which ensure the church of continuously sound financial structure. It oversees the flow of cash through the organization and maintains the integrity of funds, securities and other valuable documents. The person filling this role must be a committed follower of Jesus Christ, and view the role as service/ministry to Christ and His body, the church.

Requirements

- Three or more years of experience at a church of 2,000 or more preferred.
- Candidate must have significant experience as a senior financial officer, preferably in a church or nonprofit setting.
- Minimum of a Master of Business Administration degree is ideal, undergraduate degree in accounting and/or Finance or the equivalent 5-10 years Finance and Accounting management experience; 3-5 years of experience in business valuations or management strategy.
- The Candidate must have knowledge of non-profits, Church laws and regulations, and GAAP accounting standards. CPA is a plus.
- Strong analytical skills.
- Ability to recruit, train, and mentor leaders.
- Strong organization and follow up skills.
- Strong communication and interpersonal skills.
- Use of the following tools to support job function:
 - Microsoft Windows and Microsoft Office
 - Internet and Outlook Web Access
 - Church Financial Database
- Reference and utilization of current Brookwood policies and procedures.

Responsibilities

- Provide oversight and management to Brookwood's finances.
- The Director of Finance will work with the Executive Pastor, and trustees, to provide technical financial oversight to the church. The candidate will oversee the budgeting, forecasting, and financial reporting processes and cash management; direct the independent audit process, and drive analysis of businesses and ministries making certain that adequate measures are in place ensuring financial viability.
- Work with the Executive Pastor and trustees in developing the annual church ministries budget, including evaluations of cash flow projections. Also provide assistance to department head or ministry leader in developing their portion of the church's annual financial plans. Participate in annual church budget meeting.
- Maintain oversight of all accounting processes and controls including: general ledger, accounts payable and receivable, payroll, capital expenditures, food services/hospitality/bookstore, Brookwood Preschool Academy, events etc.
- Oversee the process of receiving, depositing, and dispensing of all church offerings and designated gifts in accordance to the stated church policies.
- Work with Executive Pastor to develop business and financial administration policies and provide oversight of church finances to insure policy compliance.
- Be proactive in exploring and promoting different methods of giving.
- Audit all accounts, records of proof and certifications to ensure compliance of workers with established standard procedures and practices.
- Identify, equip, supervise and lead the staff and volunteers that serve in the finance office.
- Partner with Human Resources: in maintaining certain aspects of personnel records (in online payroll system), workman's compensation along with any multi-peril claims on insurance, aid in analyzing employee benefit options/cost and provide verification of employment as needed.
- Maintain property and liability insurance.
- Participate on Blueprint team.
- Provide oversight for the following: Nexonia credit card program, ACH payments to vendors, and general ledger security.
- Remain up to date on information related to IRS policy revisions, risk analysis, insurance security and safety. Ensure compliance with all applicable governmental regulations and requirements.
- Manage and process all payroll according to procedure and applicable laws, includes year end W2, 1099 etc.
- Assist Executive Pastor with implementing and oversight of periodic capital campaigns.
- Prepare and provide weekly, monthly, quarterly, semi-annual, and annual financial reports for the Executive Pastor and Advisory Team. Provide other reports, in the time frames needed to other ministries.
- Monitor ministry line item rate of expenditures compared to budget.
- Maintain relationships with financial institutions in conjunction with the Audit Team, administer banking arrangements and loan agreements, and invest the church's assets as approved by the Audit Team.
- Partner with outside agencies to provide support such as Set Free Alliance etc.
- Work with the church's independent auditors in the preparation and completion of the annual audit/review of our financial records.
- Provide consultation to Brookwood members/attendees to help them with estate planning or planned giving that includes Brookwood, or tips for family financial management.
- Maintain a program of spiritual, professional and physical self-development.