**Logo

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**Director of Finance and Operations**

**Accountable to:** Lead Pastor

**Direct Report**: Executive Pastor

* Leads the Operations Team (finance and facility) and is a member of the Lead Team.
* Receives a bi-yearly review with the Lead and Executive Pastor.
* Receives ongoing coaching from the Lead and Executive Pastor at personal discretion.

**Status:** Full-time with benefits.

**Purpose**

Supports the Lead and Executive Pastor in implementing their vision through the operational and financial direction of the Church to ensure they are efficient and effective. Provides strategy, tactical plans and programs to help execute the operational vision of the Church. Provides leadership, subject matter, expertise, and coaching to staff in finance, budget and human resource related issues and questions. Runs the day-to-day financial operations of the church.

**Overall Staff Expectations:**

* It is expected that the employee will be a regular part of the community of All Shores. There is an understanding on the employees’ part that they invest in All Shores spiritually, relationally, emotionally, physically, and financially, which includes involvement in the lives of people and ministries of All Shores. The desire would be for the employee to be in the process of pursuing or transferring church membership if they are not a member already.
* Continually seeks to help fulfill the stated mission, vision and core values of All Shores and the staff.
* Is a regular part of staff and leadership meetings, staff chapels and strategic planning sessions.
* Maintains regularly scheduled hours.
* Demonstrates strong commitment to family.
* Performs other duties as requested by the Lead Pastor or Executive Pastor.

**Key Attributes:**

* + Clear testimony of faith in Jesus Christ with a heart for ongoing personal spiritual growth (abiding) and evangelism (conversion culture).
  + A primary expectation is to serve as an “equipper” and to coach others, demonstrating strong leadership gifts, qualities, and abilities.
  + Minimum of a bachelor’s degree in a related and congruent field associated with the role.
* Minimum of 4 years’ operational and/or finance experience. Experience specifically with church-finance, HR policies, operations and procedures is preferable.
  + The passion to work hard (commitment to excellence and personal responsibility) as well as play hard.
  + Has regular rhythms and goals to stay healthy in personal life.
* Works well in a collaborative/team driven environment-departmentally and staff wide. Relational, outgoing, and can build and extend trust with others.
  + Ability to work in a fast-paced environment with composure, professionalism, and flexibility.
  + Able to exhibit and exercise extremely high levels of confidentiality and integrity.

***If you have interest in this position, please submit your resume to:*** [***rachel.mcmaster@allshores.org***](mailto:rachel.mcmaster@allshores.org)

***Churches Website: www.allshores.org***

**Responsibilities:**

* Supports the Lead and Executive Pastors in developing goals and strategies to support the church’s overall mission and drives specific financial and operational goals.
* Provides leadership to the areas of office management/HR, accounting, financial planning and budgeting.
* Participates actively in strategic planning and overall decision making as part of the Lead Team.
* Able to research and stay current with finance trends, government policy changes and HR practices specific to churches/non-profits.

**Finances**

* Manages all the major accounting functions of All Shores to include: Quick Books journal entries, reports on income and expenditures, Local Board of Administration reports, Accounts Payable data entry and check runs, ADP data entry, run payroll and any reporting for taxes and the government, quarterly tax submittals, Stripe accounting, Square accounting, bank reconciliations, money management between accounts and manage pension payments.
* Manages investments, credit cards and reconciliation statements submitted from employees.
* Manages online payments to vendors, online receipts, weekly giving data entry and reporting.
* Directs and leads the finance team and is a non-voting attender of the Local Board of Administration.
* Develops the yearly budget and manages the process of producing, reviewing, approving and the ongoing management of it.
* Works to drive overall financial health and growth-finding new strategies and focus to grow this area while working and managing cost saving principles and heightened financial efficiency at all levels.
* Oversees the church teller position.
* Potential to provide periodic biblical financial classes, support, resources to our congregation for growth, development in personal health in finance. *(negotiable)*
* Oversees annual accountant review and adjustments.

**HR**

* In coordination with the Executive Pastor assists when appropriate with staff management and support of all HR related items.
* Produce and renew all yearly employee contracts.
* Evaluate and implement best practices for insurance, compensation, Paid Time Off, staff benefits, etc.
* Assists the Executive Pastor with onboarding new staff in HR and overall employee practices.
* Develops, maintains, communicates, and helps enforce church policies and procedures while keeping policy manuals up to date and relevant.

**Operations** *(management of)*

* Oversees facilities director with building and maintenance management.
  + Coaches and develops facilities director to continue to develop and grow on all levels ensuring our facilities and overall operations work at peak performance.
* In coordination with the Director of Facilities-responsible for workroom; mail; phone systems; copy machine(s) contracts; Verizon cell phone account; etc.
* In coordination with the Executive Pastor, manages Local Board of Administration turnover with nominations and filling roles along with spearheading budgetary yearly voting as needed.

***Negotiable:***

* Serves “on call” as scheduled
* Participates in worship services, care responsibilities and other duties assigned by the Lead or Executive Pastors.