

Bethany Lutheran Church, Long Beach, CA  
Job Description

**Position Title:** Director of Finance and Operations

**Reports To:** Senior Pastor

**FLSA Status:** Full Time, Exempt

**Summary:** Oversees the administration, maintenance, and support staff of the financial, business, and human resources affairs of Bethany Lutheran Church and School ensuring compliance, accuracy, and efficient management of these processes.

**Ministry Support Commitment:** As a member of the leadership team of Bethany Lutheran Church and School, the Director of Finance and Operations will sign a Statement of Understanding that he/she will adhere to the teachings of the Bible and the Lutheran Church Missouri Synod.

## **Responsibilities**

### **Financial Administration**

#### Financial Records and Reporting

- Ensure that financial reports are produced in a timely manner
- Ensure appropriate records and backups are maintained
- Participate in budget planning, financial planning and any other fiscal related meetings
- Create and refine financial reports and reporting processes as requested by the Senior Pastor and/or the Board of Directors

#### Accounts Payable / Receivable

- Ensure that all bills are processed and paid timely
- Ensure that Payroll is processed timely
- Ensure that bank and investment accounts are reconciled monthly
- Ensure that any monies owed to Bethany Lutheran Church or School are collected in a timely manner, including any loans
- Ensure that procedures are in place for timely deposits of donations, receivables and any other monies received
- Ensure contribution statements are prepared and distributed
- Manage Payroll disbursements, adjustments, and tax filings

#### Facilities and Contracts Management

- Oversee the management of maintenance schedules, vendor contracts, and insurance policies
- Oversee and ensure compliance with facilities related certificates and inspections

## Endowments

- Shall serve as a non-voting member of the Investment and Endowment Committee
- Shall ensure that all investments are placed with ethical companies

## Human Resources

### HR Compliance and Strategy

- Monitor HR law changes, compliance issues, and HR trends and ensure applicable staff are kept informed of any changes
- Maintain and update the Employee Guidebook, policies, and procedures

### Employee Records and Onboarding

- Manage all employee records including I9 forms
- Conduct onboarding, background checks, and benefits enrollment
- Serve as the HR liaison for employee relations, payroll, and benefits inquiries
- Oversee Workers Compensation matters

### Compensation and Benefits

- Oversee the renewal and implementation of employee benefits programs
- Administer Workers' compensation claims and follow up

## Other

- Shall perform other duties/requests as requested by other leadership team members and/or the Board of Directors
- Shall report any financial concerns/irregularities to the Senior Pastor and/or the Board of Directors
- Shall serve as an ex-officio member of the Servant Leader Team of Finance

## Qualifications

- Bachelor's degree in Business or related field preferred
- Minimum of 5 years' experience in accounting, HR, or financial management
- Experience with non-profit organization accounting preferred
- Preferably an active member in good standing of a Christian congregation, willing to consider becoming a member of Bethany Lutheran Church
- Strong written and oral communication skills, time management, and proficiency in financial and other business related software

## Physical Demands/Work Environment

- Frequent standing, sitting, walking and using arms and hands
- Occasional lifting of up to 50 lbs
- Must have clear near, far, and peripheral vision and depth perception

**Salary and Hours**

- This is a Fulltime exempt position with competitive salary and benefits
- Salary range: \$65K to \$85K
- Compensation is based on the Bethany Lutheran salary scale and Board of Directors approval