



Title: Finance & Operations Director	Prep/Revised Date: July 2026
Reports To: Executive Pastor of Ministry Operations	Direct Reports: Accountant, Payroll Coordinator, Account Receivables Clerk, Account Payables Clerk, Human Resource Director, Facilities Manager, IT Director, Event Manager
FLSA/Hours: Exempt/40 Hours	Campus: Fort Collins

Summary

The Finance & Operations Director provides strategic leadership and oversight of Timberline Church's financial, operational, human resource, technology, and facilities functions. This role ensures the church's resources, systems, and infrastructure effectively support the mission, vision, and ministry of Timberline Church.

Duties & Responsibilities

- Lead budgeting, forecasting, accounting, and financial reporting.
- Ensure financial integrity, compliance, and stewardship.
- Oversee audits, internal controls, cash flow, and reserves.
- Handle business dealings including tax, property issues, risk management and legal issues.
- Oversee donor records, giving trends and patterns. Provide attendance and offering reports.
- Provide financial analysis and recommendations to church leadership.
- Develop and improve operational systems and policies.
- Support ministry leaders with efficient processes and organizational effectiveness.
- Identify opportunities to streamline systems and improve scalability.
- Oversee recruiting, onboarding, performance management, and staff development.
- Ensure compliance with employment regulations and HR best practices.
- Support healthy staff culture and organizational development.
- Oversee technology infrastructure, security, and church management systems.
- Provide leadership for facility maintenance, capital projects, and vendor relationships.
- Ensure church facilities remain safe, welcoming, and ministry ready.
- Serve as a strategic partner to the Executive Pastor and Senior Leadership Team.
- Lead and develop operational staff and department leaders.
- Promote a culture of stewardship, accountability, and operational excellence.

Skills/Qualifications

- Demonstrated leadership in finance, operations, or organizational management.
- Strong financial stewardship and system-thinking skills.
- Ability to lead teams and manage multiple operational departments.
- Commitment to Timberline Church's mission, values, and beliefs.

Education and/or Experience

- High School diploma or GED
- Three to five years of relevant experience is preferred.

Conditions of Employment/Physical Demands

- A satisfactory outcome from a criminal background check.
- Compliance with the Employee Handbook and Timberline Church Staff Covenants.
- Attend Staff Chapel (Part-time not required).

- While performing the duties of this job, the employee is required to stand, walk, sit, use hands, operate tools or controls, reach with hands and arms, talk, hear, and see.
- In the spirit of continuous improvement and serving one another, you may be asked to assist with interim duties or other duties as assigned.

To Apply: Click the link below to complete the job application. Please upload your cover letter and resume with the application. We will contact you for next steps.

Position Details: Full-Time.

Exemption/Hours: Exempt. Salaried.

Compensation: \$80,000 – 90,000 annually; depending on previous experience.

Benefits Include:

- Insurance:
 - Employer paid medical, dental, vision, & life insurance.
 - Options for employees to add spouse and/or children for an out-of-pocket expense.
 - Monthly employer paid contributions to Health Savings Account.
- Retirement 403(b):
 - Optional employee contribution plan via pre or post tax election.
- Leave:
 - Generous sick leave applied to leave bank after 30 days of employment. Sick leave accrual totals increase with employment longevity.
 - Generous personal leave applied to leave bank after 30 days of employment. Personal leave accrual totals increase with employment longevity.
 - 10+ paid holidays annually.

[CLICK HERE TO APPLY](#)