



Success Profile

Job Title: Finance Director

Department: Operations

Director:

Purpose:

To develop strong financial knowledge, planning and accounting practices, and fund development, and create and maintain a solid operation.

Experience, Knowledge, and Skills Required:

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Essential Functions and Responsibilities:

1. Weekly/Bi-weekly

1. Processes incoming mail/bills related to the finance department.
2. Reviews bank accounts.
3. Pays credit card bill.
4. Updates the H4H Giving Flow - Over/Under spreadsheet.
5. Transfers savings to WIF.
6. Reviews UnCat/Divvy to ensure that staff members are completing transactions correctly and follow up with any who are needing help or having issues. Soft closes for all spenders are due by Thursday at noon each week.
7. Reviews budget reports.
8. Emails giving reports to Lead Pastors (PCO giving dashboard, Mortar Stone reports) along with giving metrics, ministry budget, spending requests, check requests, and H4H Giving Flow - Over/Under spreadsheet. These are to be labeled with date in the subject line.
9. Responds to emails and writes thank you cards.
10. Reviews QuickBooks, including deep dive into transactions to make sure they're correctly categorized.
11. Communicates with the Executive Director of Operations about what they'd like to focus on in the finance meeting, then prepares finance reports for and attends meeting with the Executive Director of Operations.
12. Attends staff chapel and staff meetings, and also ensures availability for connections (coffee, lunch, etc) and other meetings.
13. Ensures that invoices, check request forms, and checks are approved and paid in accordance with the church's FOP.
14. Ensures that an up-to-date analysis of the current financial position of the church is available for review at each Lead Team meeting, including bank account balances, fund balances, and detailed actual versus budgeted income/expense analysis of the General Fund.

2. Monthly/Semi-monthly

1. Pays tithes.
2. Confirms insurance premiums are paid and up to date.
3. Attends monthly strategic meeting.
4. Ensures that payroll run is verified in a timely manner through the church's payroll processing service, if applicable. Reports are sent over from our third-party accounting vendor. This is done semi-monthly.
5. Ensures that transactions are correctly categorized to assist in month-end reporting.
6. Ensures that an up-to-date analysis of the current financial position of the church is available for review at each Trustee meeting, including bank account balances, fund balances, and detailed actual versus budgeted income/expense analysis of the General Fund.
7. Reviews reconciliation reports from third-party accounting vendor for accuracy and makes any adjustments as needed.
8. Hosts monthly budget meetings with department leaders to review and discuss upcoming events, any ensuing purchases, and all past transactions, and discuss an overview of their current budget.
9. Collects W-9 forms from all persons who require a 1099 at tax time.

3. Quarterly

1. Attends off-site strategic meeting.
2. Coordinates with third-party accounting vendor to ensure 940s and 941s are completed and submitted to the IRS.
3. Coordinates with third-party accounting vendor to ensure payroll taxes have been submitted to the IRS for prompt payment.

4. Annually

1. Reviews the year-to-date spending for each budget line item in comparison to the previous year. This information will be used to create a projected budget for the following year. Information also includes year-to-date giving from the General Fund. This needs to be completed no later than the second week of November.
2. Sends a proposed budget for the following year to the Executive Director of Operations and Lead Pastor for Trustee approval. Sends the approved final budget numbers to the third-party accounting vendor once approval is gained.
3. Completes and signs a new W-9 form every January.
4. Meets with each department leader by the end of January to ensure they have their current year's budget numbers.
5. Reviews end-of-year financial reports prepared by third-party accounting vendor.
6. Ensures that bank signatures are updated and in alignment with current Trustees/Overseers.
7. Arranges for and completes audit or review of church financial records and practices. Audits are initiated every 3-5 years and reviews are initiated in the interim years.
8. Reviews metrics and giving information for end-of-year letter to congregation.

5. As Needed

1. Assists staff with creation of spreadsheets, navigating PCO platform, and organization of department resources.

2. Completes special event budget and spending review no sooner than 3 weeks after completion of event and no later than 6 weeks after completion of event. This review is used to project budget for following year.
3. Conducts official business with the church's financial institution(s).
4. Makes recommendations to the Trustees/Lead Team regarding options for addressing unexpected expenses and potential budget shortfalls.
5. Gives feedback and discussed potential benefits or pitfalls of considered large purchases.
6. Schedules out and plans when large purchases can be placed according to current cash flow.
7. Coordinates with department leaders on future planning purchase for needed items.
8. Creates, maintains, and updates resources and systems within the Finance Department as needed.

6. Other Duties and Responsibilities

Attributes:

- Love for God.
- Love for people.
- Devoted to the call of God, to the unity, leadership, vision, purpose and core values of City Hope, and to fulfilling the Great Commission with integrity and passion.
- Pursues excellence with a work ethic that is excellent, protective and frugal with time and money.
- Loyal, trustworthy, and faithful.
- Displays an attitude of a Christ-like servant and is a humble, life-long learner.
- Works well with others, cultivates a team-building atmosphere, and nurtures positive relationships with other staff and team members.
- Maintains God-ordained priorities: Jesus Christ first, spouse second, children third, and ministry fourth.
- Gives at least 10% of income to the vision of City Hope Church.
- Strives to keep unity and maintain charity of faith toward others (James 3:1, Romans 14, Romans 15:1-5).

Supervisory Responsibilities:

- Accounting
- Stewardship
- Legacy Admin
- Building Campaign

Key Performance Measurements:

A values-based performance review will be conducted annually on hire-date anniversary. This review is based on City Hope Values and Standards (located in the Employee Handbook).

*This description is not all-inclusive, and other duties may be assigned as necessary.
