



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

**Department: Central**

**Reports to: Executive Pastor**

**Job Summary:**

The Central Director Operations and Finance is responsible for key functions that include oversight of all areas of finance, facilities, IT and HR of North Point Church and related ministries (i.e. Springfield Dream Center) - Calculator is provided upon request.

- At North Point it is a requirement for all staff to be able to answer "yes" to these statements:
  - Mission - You are 100% focused on creating a safe place for people to find and follow Jesus.
  - Generosity - You have a history of financial generosity to North Point or your current local church.
  - Arrows Out - You have a record of serving others with your time.

**Required competencies:**

Basecamp, QuickBooks, Planning Center, SecureGive, Accounting background in a large church or similar business environment

**Required Results:**

- Serves the Lead Pastor and the Executive Pastor by offering accurate and real time data and perspective for them to make the best decisions.
- Embraces and owns the vision and mission of NPC
- Takes part in setting key metrics to monitor health and growth of all financial elements
- Prepare general ledger month end, payroll, and reconciliation of accounts and credit cards
- Compile year-end financial reporting package
- Provide strategic and financial support to the executive director of the Springfield Dream Center
- Leads the central operations team including HR, IT, Facilities and Finance
- Direct the receipt and expenditure of all church funds

### Sunday Service Involvement

- Provide coaching, support, and direction for all things facilities, logistics, and IT
- Be actively involved at a campus with the operations team every Sunday
- Be quick (within 15 min) to respond on basecamp to any campus needs that involve financials, IT, facilities or HR

### Lead Volunteers and Interns

- Provide leadership for office and operations volunteers
- Identify, onboard, develop and care for volunteer/intern teams (financial and operations)
- Maximize the North Point ministry ladder

### Pastoral Care

- Lead weekend follow-up through next steps on workflows
- Execute additional follow up with guests, sign-ups and potential volunteers
- Provide leadership and vision for central pastoral care systems

### Facilities

- Provide leadership for all logistics and facilities from a central point of view

### Administration

- To-do's completed on time and effective, team-oriented communication in Basecamp
- Monitor daily and monthly cash flow management
- Develop and maintain budgets and forecasts and analyze variances

### All-Staff Responsibilities

- Maintain an attitude of positivity, flexibility, and support for all North Point Staff
- Promote and execute the 5H for staff – Hustle, Hungry, Hopeful, Helpful, Humble
- Cultivating, retaining, and celebrating volunteers
- Moderate physical demands may include lifting up to 37.6 pounds, standing and sitting long periods, push/pull/reaching
- Support the vision, mission, strategy and values of North Point Church

**Hours per week: 40+ Hours**

**DTE**