



Department: Operations

Supervisor: Executive Director of Operations

FLSA Status: Full Time Salary

Position Summary:

Bay Hope Church is seeking a Director of Finance. This position reports directly to the Executive Director of Operations, and is responsible for the financial well-being of the Church, including maintaining accounts with utmost integrity, presenting financial status and recommendations to Executive Team, and works with the Financial Oversight Committee to deploy the Church's resources in a way that honors God and empowers ministry to achieve the mission of Bay Hope Church: To connect people to a life-changing relationship with Jesus Christ.

Essential Duties and Responsibilities:

Responsibilities of the Director of Finance include:

- Bank Reconciliations
- Define and maintain Fixed Assets
- Define and maintain SecureGive
- Maintaining the Church's chart of accounts
- Oversee annual budgeting process and monthly tracking/reporting
- Develop and maintain internal controls, policies, and procedures for church finance
- Coordinate external financial review (audit)
- Collaborate with Executive Director of Operations, Executive Team, and Financial Resources Manager on stewardship campaigns, capital campaigns, and giving management.
- Creating and presenting the monthly financials, financial landscape, and areas of concern or discussion
- General Ledger Adjustments and Journal Entries
- Collaborating with the Financial Oversight Committee (an appointed volunteer team from Church Council)
- Special Projects as assigned



Work Week

The normal work week is normally 30 hours per week. Core working hours include:

Monday	8:00am - 5:00 pm
Tuesday	8:00 am - 5:00 pm
Wednesday	8:00 am - 5:00 pm
Thursday	8:00 am - 5:00 pm

Qualifications:

Education and Experience

Bachelor's degree in accounting or related field required (masters or continuing education preferred). Proven financial leadership experience. Non-profit or ministry experience preferred.

Ability and Attitude

Possesses organizational skills, stays on tasks, meets deadlines, and follows through on assignments. Displays dependability and is reliable. Interacts as a representative of the Church with friendliness, positivity, patience, courtesy and respect.

Certificates, Licenses, and Registrations

CPR and First Aid certification are suggested.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk or hear and taste or smell.

The employee must occasionally lift and / or move up to 50 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and / or humid conditions; moderate heat and cold.

The noise level in the work environment is usually moderate.



Core Competencies:

To perform this job successfully, an individual must be able to perform each competency satisfactorily. The requirements listed below are representative of the knowledge, skill, and / or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Achievement Focus – Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; recognizes and acts on opportunities; takes calculated risks to accomplish goals.

Alignment – Understands business implication of decisions; aligns work with strategic goals and vision.

Attendance / Punctuality – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time; appropriately schedules meetings; and honors appointment commitments.

Communications – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings. Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information. Keeps others adequately informed; selects and uses appropriate communication methods.

Computer Skills – Able to fully use and understand Gmail, Constant Contact, Microsoft Excel, Word, PowerPoint; ministry specific programs, including video editing tools; and staying in touch with new software and mobile apps.

Cooperation – Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts; able to develop alignment among stakeholders.

Cost Consciousness – Works within approved budget; develops and implements cost saving measures; conserves organizational resources.

Dependability – Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

Ethics – Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values.

Initiative – Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help where needed.

Judgment – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Leadership – Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.

Managing People – Includes staff in planning, decision-making, facilitating and process improvement; takes responsibility for subordinates' activities; makes self available to staff; provides regular performance feedback; develops subordinates' skills and encourages growth; solicits and applies customer feedback (internal and



external); fosters quality focus in others; improves processes, products and services; continually works to improve supervisory skills.

Planning / Organizing – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Quality of Work – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality..

Team Leadership – Fosters team cooperation; defines team roles and responsibilities; supports group problem solving; ensures progress toward goals; acknowledges team accomplishments.

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.