



JOB DESCRIPTION

DATE: June 12, 2025
JOB TITLE: **Finance Director**
LOCATION: Central Services
REPORTS TO: Executive Pastor of Reach & Operations
FLSA STATUS: Full-Time, Exempt

SUMMARY

The **Finance Director** will provide sound financial advice to Leadership, colleagues, and the Elder Board. The Finance Director will possess a strong mix of technical accounting knowledge and the commercial awareness of how financial planning adds value within a forward thinking, non-profit organization. They provide guidance and support in all functional areas of the Finance Department to ensure the accuracy of financial records and processes used to create or modify them.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Other duties, in addition to these may be assigned.

- Act as the leading interface between Senior Leadership and Elders on financial matters.
- Ensure, in close cooperation with the Executive Pastor of Reach & Operations, that an appropriate financial policy framework is in place to guide the church's financial decision making. In particular, clarity will be required on reserves, expense ratios and income mix questions.
- Work alongside Senior Leadership and Elder Board to prepare and then monitor the annual budget.
- Formulate long range goals, prepare forecasts, and help with planned giving.
- Plan and manage cash flow, constantly monitoring the weekly ebb and flow to determine how we can best optimize our cash on hand.
- Plan and manage any investment activity, in consultation with investment advisers and the relevant Elder Board sub-committee, if any.
- Advise the Executive Pastor of Reach & Operations and Campus Pastors on major financial issues which arise that are outside the agreed boundaries; for example, a proposed major new fundraising initiative, purchase, or service contract.
- Establish a relationship with the Elder Board so that each individual has an opportunity to understand fully the key financial issues confronting the church.
- Maintain contact with bankers, investment managers, advisers and auditors.
- Develop and manage the overall budget system and processes.
- Oversee and manage the collection and counting of tithes, offerings, and pledges from the congregation of all campuses.
- Be responsible for the tracking and payment of all invoices and expenses incurred by PLC.
- Be responsible for financial operations relating to contributions, pledges and other monies received during weekend worship services, or collected from event registrations and sales of merchandise throughout the week.
- Periodic communication with contributors via mass mailings or handling individual questions.
- Be responsible for processing check disbursements. Includes scrutinizing requisitions for accuracy, account codes, appropriate documentation, and authorization.
- Oversee the reviewing and recording of staff credit card transactions and all expenses with an eye toward process and budget.

SUPERVISORY RESPONSIBILITIES

Provide leadership, care, and oversight to a team of volunteers, helping them thrive in their roles. This position also has the potential to expand into leading key operational areas, including Human Resources, Facilities, and IT.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty 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 the essential functions.

EDUCATION and/or EXPERIENCE

- Bachelor's degree in Business or Finance.
- Five or more years of managerial and supervisory experience in the field of finance.
- Experience in payroll administration and budget development, monitoring, and reporting.
- Experience in developing strategic business plans.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write routine correspondence. Ability to effectively communicate verbally with church members, vendors, and other employees of the organization, using proper grammar without dialect or slang. Ability to speak effectively before groups.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems efficiently and effectively while maintaining good working relationships.

OTHER SKILLS AND ABILITIES

- Demonstrate proficiency with business acumen and finance.
- Have the ability to convey financial information in a clear and concise manner.
- Possess excellent interpersonal skills.
- Have a strong service and quality attitude.
- Possess a sense of urgency and ability to meet deadlines; self-directed; effective time management.
- Be a strategic thinker with strong analytical skills.
- Have the ability to communicate and establish effective working relationships with all levels of people.
- Be creative, detail oriented, flexible, and decisive with the ability to plan, organize, coordinate work, set priorities, and motivate others.

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.

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.

The noise level in the work environment is usually moderate. The building is multi-level with several sets of stairs, but is handicap accessible and equipped with an elevator. This campus has a nonsmoking environment.

COMMENTS

The above statements are intended to describe the general nature of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Approved by Employee _____ Date _____

Approved by Supervisor _____ Date _____