



JOB DESCRIPTION: *Director of Finance and Administration*

Responsible to: *Senior Pastor*

Status: *Full-Time, 40 hours/week*

General Position Overview: The Director of Finance and Administration at Whittier Area Community Church (WACC) is responsible for directing, managing, supervising, planning, and coordinating all activities and operations of the Finance, Human Resources, Information Technology, and Facilities Offices. This position is responsible for maintaining accounting principles, practices, and procedures to ensure accurate and timely financial statements, ensure that WACC utilizes the best practices as related to human resources and technological infrastructure, and oversees maintenance of church facilities through planning and with excellence.

Financial Responsibilities

- Plans, organizes, directs, and oversees the work of assigned staff in the operations of the Business Office and considers best utilization of staffing related to general accounting, cash management, and internal controls.
- Manages accounts payable, payroll, benefits administration, accounts receivable, contributions, and general accounting functions; establishes internal control policies and procedures to ensure that accounting standards and time deadlines are met. Maintain a policy manual for the finance department.
- Directs the management and preparation of financial records, including financial statements and related audits, in conformity with generally accepted accounting principles (GAAP) in compliance with federal and state laws.
- Assists in the preparation process of the annual budget and monitors revenues and expenditures on a regular basis. Oversees and reviews monthly financial reports and related documents.
- Create and maintain relationships with service providers, including banking institutions and accountants. Oversee on-line giving providers and options. Look for ways to control costs while providing best service for donors.
- Monitor cash flow, accounts, and other financial transactions
- Interpret financial information and provide updates and information as needed to Senior Pastor and Board
- Oversee annual church liability, workers comp and employee benefit insurance renewals

Human Resource and IT Responsibilities

- Oversee a process for implementing human resource strategies including the development and administration of HR policies, programs, and services for recruitment, compensation, compliance, personnel development, support, and retention.
- This position has overall responsibility for the full life cycle of all of WACC's information technology software and systems, and the teams that care for them. This includes internal IT systems, venue media delivery systems, web applications, databases, and websites.



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Facility Responsibilities

- Provide oversight to the facilities team that oversees church maintenance and repairs and ensures that the capital reserve schedule is executed annually.

Qualifications:

- Strong time-management, organizational and leadership skills
- Strong problem solver.
- Strong personal relationship with Jesus Christ as evidenced by spiritual maturity and a close daily walk with Him, including a vision for Finance and Administration consistent with WACC's mission statement.
- Graduation from a recognized four-year college or university with a major in Accounting, Finance, Business Administration, or closely related field
- Ten years recent work experience in the area of financial management.
- Knowledge of principles and practices of accounting, auditing principles, financial reporting, accounting regulations and internal controls; principles and practices of employee supervision and personnel management; federal and state employment labor laws and regulations.
- Be committed to the theological stance of the WACC, Converge Worldwide and supportive of the ministry of the Southwest District.
- Ability to effectively interact with staff regarding areas of responsibility.

Working Church Staff and Volunteer Relationships:

- Report directly to the Senior Pastor.
- Develop and be responsible for departmental meetings for Finance and Administration Team
- Be a team player with other members within the WACC Team in meetings and by developing relationships that are mutually supportive on both a professional and personal level.
- Participate in meetings, worship services, retreats and conferences as requested by the Senior Pastor
- Participate in Senior Pastor designated "all-in" church wide (volunteer) events (i.e.: Easter, Christmas, Serve, VBS) by serving in a ministry outside your own area.
- Be informed of and function within the guidelines outlined in the WACC Policy and Personnel Manuals.

Benefits and Compensation:

- Salary and benefits will be reconsidered each year by the Salary Review Team.
- Insurance coverage, retirement, vacation, medical and other benefits are described and detailed in the WACC Personnel Policy Manual.
- This is a full-time 40 hours per week paid position.