|  | **POSITION TITLE:** Director of Finance  **TEAM:** Central Support Ministry Services  **REPORTS TO: Executive Director of Ministry Services** **SALARY** **HRS PER WEEK:** 40+Position summary The Director of Finance is responsible for leading the team that will establish excellent financial stewardship. The primary focus will be developing and implementing internal systems for collecting, analyzing, verifying, reporting, and managing the financial information of the entire organization. This position will lead the finance team to achieve accounting operational objectives by contributing accounting information, completing audits, determining system improvements and implementing change that improves the overall financial condition of the organization. In addition to leadership of the team, this position will be exposed to a large amount of confidential information, therefore requiring considerable judgment, tact and people skills to be effective POSITION RESPONSIBILITIES:  * Ability to lead and mobilize a team * Assist Executive Director of Ministry Services in preparing for financial reviews * Research and implement technology/software that will advance the efficiency of the team and entire organization from a finance perspective * Bi-weekly timecard, time off approvals and individual employee evaluations of the finance team * Research and interpret guidelines across the organization including recommendations of new accounting procedures and processes * Avoid legal challenges by understanding current and proposed legislation, enforcing accounting regulations and recommending new procedures * General Ledger Accounting * Manage the accounting cycle and month end close related duties * Record Bi-Weekly Payroll * Manage all internal and external audit processes * Maintain financial security by establishing effective and consistent internal controls * Directs and manages all accounting consolidations * Maintain effective accounting controls by establishing a clearly defined chart of accounts and defining related accounting policies and procedures * Protect organization’s value by keeping information confidential  POSITioN REQUIREMENTS:  * Verbal and written communication skills * High level of integrity with confidential information * Maintain a positive attitude in interacting with staff and teams * Being a tithing Missional Member in good standing at CedarCreek Church * Attendance at a weekend service and in a Group or on the DreamTeam * Modeling and championing the Mission, Vision, and Core Values of CedarCreek Church * Honoring the CedarCreek Church Staff 10 Points of Accountability * Experience in bookkeeping, cash receipts, general ledger and financial reporting * General computer skills * Experience with Outlook, Excel, Word, QuickBooks or similar accounting software * 2-4 years accounting/bookkeeping experience * Accounting/Finance Degree a plus  MEASUREMENTS: The position will be evaluated by the following quantifiable measurements:   * + All Dashboard Metrics   + Annual Employee Evaluation   + Healthy components of annual outside financial review   + Timeliness and accuracy related to donor communication and financial reporting   + Timeliness and accuracy related to accounts payable and reimbursements  ACCOUNTABILITIES: The position will also be held accountable for the following:   * Ensuring that Staff, Church, Campus, and Ministry values are upheld personally and among the DreamTeam * Maintaining good fiscal responsibility, stewarding resources with excellence * Maintaining unity within all Departments, Campuses, and Ministry Areas * Maintaining a positive mental attitude regarding the Church and its Leadership and Ministry Services in the presence of Guests, DreamTeam Members, and Staff at all times  Disclaimer Nothing in this job description restricts the right of the Position’s Direct Report to assign or reassign duties and responsibilities to this job at any time. This is an at-will position and can be terminated at any time.  **ADA List for Physical Activities and Requirements, Visual Acuity, and Working Conditions of the Position: Reaching.** Extending hand(s) and arm(s) in any direction.   * **Standing.** Particularly for sustained periods of time. * **Walking.** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another. * **Pushing.** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward. * **Pulling.** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion. * **Lifting.** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles. * **Fingering.** Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling. * **Grasping.** Applying pressure to an object with the fingers and palm. * **Feeling.** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips. * **Talking.** Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. * **Hearing.** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound. * **Repetitive motion.** Substantial movements (motions) of the wrists, hands, and/or fingers.   **Physical requirements of this position.**   * **Sedentary work.** Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. * **Light work.** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work. * **Medium work.** Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.   **The visual acuity requirements including color, depth perception, and field vision.**   * The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.   **The conditions the worker will be subject to in this position.**   * None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.) |
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