

CEDARCREEKCHURCH

Position: Director of Finance

Department: Operations

Reports to: Executive Director of Operations

Team: Ministry Services

Average hours per week: 40 - FT Salary

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 Director of Operations 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

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- 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
- Understand and commit to the 5 Agreements of CedarCreek Church
- Attendance at a weekend service and in an adult LifeGroup
- Modeling the Mission, Vision and Core Values of CedarCreek Church
- Following CedarCreek Church Staff 10 Points of Accountability

Professional/Work Experience Preferences:

- 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

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Disclaimer:

Nothing in this job description restricts the right of the Director of Finance’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.

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EmployeeDate

_____ / ____ / ____

Director of OperationsDate

_____ / ____ / ____

Elder SignatureDate