

Position Title: Director, Church Business Operations

Position Summary:

The Director, Church Business Operations is a key member of the staff of Fairmount Christian Church (FCC), overseeing and directing a range of areas of responsibility in order to provide the necessary support and infrastructure to accomplish the mission of the church. This position reports directly to the Elder board (board) and works closely with the board, ministers, and staff. This position also oversees a staff of positions covering key areas of responsibility. The position will provide leadership and assure that day-to-day activities, assignments, priorities and results and culture remain aligned and support strategic initiatives and the mission of the church. This position works closely with all FCC leadership; helping develop strategies, initiatives, priorities, assignments, executing these products to attain needed results.

Major responsibilities

Provides strategic and operational support to the elder board to ensure that the vision, mission and direction of the church are implemented at every level and throughout office staff. Supports board strategic planning processes by creating projected budgets, strategic initiatives or objectives, and introducing innovative and best practices that further support the church mission. Provides recommendations to the Executive Leadership Team based on analysis and status of reserves, assets, and expenditures.

Provides operational and administrative support to Ministerial staff to support church mission. Acts as a staff resource and works to assure ministerial needs are met and that ministerial staff is resourced to accomplish mission.

Oversees the development, maintenance and execution of non-ministerial, church operational policies and staff. These areas include but may not be limited to, finance, facility operations, project management, IT/Technology, Security, HR, Safety, Environmental, and Communications. Assures organizational best practices and establishes a central repository for all policy and procedure manuals.

Directly supervises and oversees the day-to-day work activities of office staff, as assigned. Works in alignment and with board to assure values-in-action are a cultural norm throughout all church operations.

Works closely with the board and oversees corporate church issues, as required. Provides leadership and acts as the primary staff liaison to the church's vendors including contract management and approvals including events contractual issues.

Responsible for church financial operations, including but not limited to accounting operations, preparation of financial statements, facilitating annual financial review processes, meeting internal reporting requirements, conducting accounts reconciliation, and ensuring timely and accurate payroll and accounts payable processing, annual giving statements, and financial confidentiality. Oversees church accounting datasets and processes and assures timely accounting outcomes. Prepares timely, accurate financial statements and reports for the board. Oversees the preparation and reconciliation of monthly payroll activity, including employee and church benefit plan contributions, generate year-end reports, and complete federal and state tax related requirements. Analyzes church cash flows and prepares reports for the board.

Directs, coordinates, and manages internal and external financial reviews to assure compliance with regulatory compliance requirements and church policies.

Creates and manages an annual budget preparation and planning process. Integrates all budget inputs required and received by ministerial staff, operational staff, and other sources (e.g. – committees, volunteers, contractors, members)

Establishes records management policy and processes for all operations; both church operations and ministerial functions and staff. Assures the maintenance and security of records, including compliance with relevant records system requirements and records retention policies. Works to assure that confidentiality of records, data, personally identifiable information, as well as when applicable, personal health information are addressed in policy, process, and practice throughout the church.

Qualifications

- A passionate Christian disciple of Jesus Christ who is committed to the mission, vision, and values of the church.
- Significant relatable and progressive leadership and management experience. Experience in church and non-profit arenas is helpful but not required to apply.
- Broad work experience in a mix of disciplines including finance, human resources, project management, and information technology.
- Bachelor's degree in business, finance or accounting preferred. Master's degree in a related field a plus.
- Leadership Skills in team building, management, organizational skills, and generating positive, ethical office cultures. Excellent leadership, communication, interpersonal skills, and professionalism
- General office and computer skills including Microsoft Office (Outlook, Word, Excel, Power Point, Explorer) and other standard computer programs.
- Experience in soliciting, reading, establishing and executing contracts.
- Demonstrated ability to manage multiple tasks in a dynamic environment while also collaborating effectively with peer leaders and working effectively with executive leadership and/or boards.
- Must have a clear understanding of business ethics, values-in-action, and strong, positive cultures.
- Self-starter with strong organizational skills with a commitment to continuing personal development, self-care, and talent development of teams and staff