



Job Description

Prince of Peace is a congregation of the Evangelical Lutheran Church in America
UP with God. IN through Community. OUT for the World.

Position Title Classification	Director of Finance
Team	Finance, Facilities, Human Resources, Information Technology, CDLC Preschool
This position reports to	The Board of Directors
POP Values	<p>Faith: We value growing in our relationship with God</p> <p>Christ Centered Community: We value relationships in which we grow together to celebrate one another's joys and bear one another's burdens.</p> <p>Service: We value providing for the needs of others in Jesus' name</p>
Core Purpose	The Director of Finance is responsible for working in a collaborative way with the Lead Pastor and the Board of Directors to provide effective leadership for the operation of the church ensuring the financial effectiveness of the church's mission.
Summary	The Director of Finance exists to provide leadership, oversight and actively participates in the strategic and tactical planning process by providing analysis and sound business acumen for Finance, Human Resources, Information Technology, CDLC Preschool and Facilities. The Director of Finance studies and interprets trends, projects financial needs, and recommends courses of action. The Director of Finance is accountable for the effectiveness of internal controls, audits, budgets, financial management reports, accounting and ensures the successful integration of financial controls with other departments within all entities of the church. This position provides oversight for payroll and benefits development and maintenance, compensation analysis, staffing, and policies and procedures best practices.
Responsibilities	<ul style="list-style-type: none"> - Provide information to the Board of Directors related to timely and accurate financial reports, budget variance reports, and analysis of current and future financial matters. - Responsible for efficient and cost-effective administration and management of church resources. Work closely and in partnership with the Lead Pastor and the Board of Directors to develop the annual budget. - Ensure compliance with generally accepted accounting principles, state and federal government regulations & requirements. - Manage internal business operations including Finance, and Facilities activities for Prince of Peace, Changing Church Forum, and CDLC Preschool. - Design, implement and direct multiple projects within delegated responsibilities, setting deadlines and ensuring business operations accountability.

Primary responsibilities for Finance:

- Budgeting and forecasting for revenue and expenses.
- Cash flow management
- Monitor and manage reserve funds in collaboration with investment advisors and Board of Directors
- Month-end, quarter-end, and year-end close
- Preparation and execution of annual audit
- Development and monitoring of financial policies and procedures such as fundraising, conflict of interest, purchasing, document retention.
- Establish and maintain operation metrics and business projections for the Board of Directors
- Lead the development of the annual operating and capital budgets with participation from other members of the senior staff for approval by the Board of Directors.
- Educate senior staff and their managers in the parameters and accountabilities for the budget process.

Primary responsibilities for Information Technology

- Evaluation, implementation, integration, and maintenance of membership databases
- Evaluation and training of internal and external systems users
- Network reliability and security
- Desktop training and support

Primary responsibilities for Human Resources

- Have compliance with all related employment laws.
- Oversight of a salary administration and benefits program which fairly compensates employees for work performed.
- Oversight of a human resources information system, which includes the processing of all personnel actions, the control and security of personnel files and records, the input and maintenance of human resources information and the compiling of various management reports.
- Coordinate onboarding the Board of Directors – the elected leadership of the church. Maintain ongoing interaction with the Board, reporting on issues as they arise and providing information requested by the Board.

Primary responsibilities for Facilities

- Facilitate sound risk management program through appropriate policymaking, vendor support and insurance coverage.
- Develop and maintain prioritized capital budget.
- Participate in campus oversight and ongoing partnerships.
- Oversee campus documentation, leases, land usage agreements.

Primary responsibilities for CDLC Preschool

- Oversight of CDLC Program, ensuring compliance with all state and federal law
- Oversight of staffing, employee compensation, required training and licensure of CDLC staff.

	<u>Primary responsibilities for Development</u> <ul style="list-style-type: none"> - Estate planning development - Manage annual pledge drive - Manage capital campaign drives - Cash receipts through offering process (including online giving) - Fundraising through church initiatives - Interface with the Prince of Peace Foundation
Competencies Required	<p>Technical knowledge/Experience in Finance and Accounting</p> <p>Mission partner</p> <p>Fundraising</p> <p>Bank negotiations</p> <p>Facilities planning and management background.</p> <p>Risk management</p> <p>Information Technology knowledge</p> <p>HR experience, including compensation and benefits.</p> <p>Cultivate and collaborative, modeling cooperation.</p> <p>Good interpersonal and written communication skills</p> <p>Matrix organization know how.</p> <p>Contracts management and negotiation</p> <p>Demonstrated knowledge of Microsoft Office products</p> <p>Excellent Excel skills including advanced macros.</p> <p>Several years' experience with accounting software, report writing capabilities.</p>
Education and Experience Required	<ul style="list-style-type: none"> - Bachelor's degree in Finance or Accounting, and 10 or more years of progressively responsible experience. Strong knowledge of and experience with finance and accounting processes with proven abilities to create financial analysis and financial forecasts. - Experience in financial statement preparation, budgeting, forecasting, internal controls, or similar methodologies. Excellent ability in explaining financial and accounting concepts. - Experience in a non-profit organization highly desirable. - Demonstrated ability to organize, plan and carry out activities independently to meet specific timelines with proven record of accuracy in completing and reviewing data. - Strong project and senior staff management experience including the ability to motivate, lead and set objectives. - Ability to work at a strategic level, driving processes, organization and business practice changes in alignment with church goals. - Proven ability to operate as a team player and establish and maintain good relationships with people of various backgrounds. - Contract administration experience and effective vendor management and outsourcing capabilities. - Outstanding communication and presentation skills, with the ability to persuasively convey and build support for the mission of the church to diverse groups including, the congregation, staff, and board members. - Experience supervising staff, providing guidance and mentoring. Able to provide performance feedback and setting effective development plans. - A working understanding of databases, technology application and infrastructure is strongly preferred.

Supervisory Responsibility	Bookkeeper Database Administrator Human Resources Manager Technology Vendor Facilities Director CDLC Preschool Director
Work Environment	While performing duties, the employee regularly works in a fast-paced environment. This job regularly operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.
Travel	None
Physical Demands	Ability to lift 20 pounds. Ability to sit at the computer for several hours at a time.

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.