

## **CENTERPOINT CHURCH - JOB DESCRIPTION**

### **Position: DIRECTOR OF FINANCE AND OPERATIONS**

Department: G & A

#### **MISSION:**

To love and lead people to a life-changing connection with Christ.

#### **PURPOSE:**

To oversee and direct all aspects of Centerpoint's Finance and Operational areas, including Finance, Stewardship, Facilities, and Administration. To steward the body of Christ at Centerpoint church and lead the body in going to the next level of faith in regards to Tithing and Investment in the kingdom. To provide strategic leadership and planning for growing and developing the ministry of Centerpoint. Works as part of the Senior Leadership Team (SLT) in concert with the Lead Pastor and the Executive Pastor to accomplish the vision and mission of Centerpoint. This is a full-time exempt ministry position.

#### **Supervision:**

Finance Manager, Facilities Manager, HR & Operations Manager

#### **ACCOUNTABILITY:**

The DFO will be accountable to the Executive Pastor.

#### **FIT:**

We are looking for a responsible and dynamic person with a passion for the Lord and His work at Centerpoint! This role interacts with all members of the church; staff, ministry leaders, volunteers, and attendees. This person must have excellent organizational and financial skills and experience. Knows how to run a business. Is a capable leader with great people skills. is able to do all aspects of financial and operational management, and the ability to provide strategic financial analysis pertaining to the larger ministry.

#### **SUMMARY OF KEY RESULT AREAS:**

##### **1- Finances**

*Administrate and oversee all aspects of Centerpoint's finances as de-facto CFO*

##### **2- Strategic Leadership**

*Provide strategic input and direction for organization, personnel & cycle optimization and development*

##### **3- Operations**

*Superintend and direct day-to-day operations of Centerpoint Church, including facilities.*

##### **4- Human Resources**

*Oversee and manage all human resources matters to meet necessary compliance and ensure effective, healthy staffing*

##### **5- Expansion & Development**

*Guide and supervise new expansion and development projects of Centerpoint Church*

## **6- Generosity**

***Facilitate giving stewardship development processes and initiatives that result in a culture of generosity of Centerpoint Church***

## **1- Finances**

***Administrate and oversee all aspects of Centerpoint's finances as de-facto CFO***

### **Banking, Lending & Investing:**

- 1) Oversee electronic banking and credit card processing.
- 2) Reviews monthly bank reconciliations and G/L entries.
- 3) Transfers funds within accounts to best manage cash balances, noting transfers on all ledgers
- 4) Oversees investment of funds, as appropriate, under the direction of the Executive Pastor and the Board or Finance Committee of the Board.

### **Payroll:**

- 1) Oversees payroll transactions.
- 2) Understands HR principles and works collaboratively with HR & Operations Manager on payroll implementations.
- 3) Manages liabilities for vacation and sick leave benefits as legally required.
- 4) Manages departmental cost allocation of payroll costs.
- 5) Reviews benefit expense and liability accounts monthly.

### **Budgeting:**

- 1) Works with Executive Pastor to establish and implement the annual budget process and leads Centerpoint through all preparation. Builds budget files and revisions until budget approval by Board of Directors.
- 3) Oversees the entry of budgets into General Ledger system.
- 4) Ensures that monthly financial results to budget show accurate variances to assist Executive Pastor and Lead Pastor in financial oversight of Ministries.
- 5) Maintains Designated Funds for items such as Asset Acquisition and reports results to Executive Pastor.

### **Accounts Payable:**

- 1) Manages weekly processing of A/P for correct account coding.
- 2) Oversees the processing of A/P into General Ledger.
- 3) Manages annual reporting of 1099's.
- 4) Reviews check packages prior to going to be signed.

### **Accounts Receivable:**

- 1) Manages weekly processing on incoming receipts (cash, checks, and electronic) for accurate recording.
- 2) Provides guidance regarding deductible categories of giving given legal restrictions and with the assistance of Accounting Consultant.
- 3) Manages reconciliation of Subsidiary Ledger to General Ledger on a monthly basis with the assistance of finance manager.
- 4) Implements subsidiary ledger setup and use, providing counsel and guidance to the selection of provider if a different provider is contemplated.

5) Provides subsidiary reports to Executive Pastor as directed regarding donors and contributions.

**Credit Card Reporting:**

- 1) Manages monthly coding of credit card transactions.
- 2) Provides oversight in receipt collection and filing to support credit card transaction, advising on controls' enforcement and procedures.
- 3) Oversees the procurement and termination of new credit cards.

**General Ledger:**

- 1) Oversees the preparation of journal entries to record Contributions, Payroll, Checks, and other Journal Entries according to monthly closing procedures.
- 2) Oversees the monthly bank reconciliations for review.
- 3) Oversees journal entry to record credit card spending into G/L. Oversees preliminary monthly Budgeted Financial Statements.
- 5) Oversees entries including accruals, deferrals and other account reconciliations with the assistance of Accounting Manager.
- 6) Oversees the compilation of budget information for the new fiscal year into General Ledger.
- 7) Fixed Assets reconciliation and depreciation calculations; summary of additions and retirements maintained.
- 8) Provides reporting to Ministry Leads monthly and as requested to help them manage their budgets.

**Year End Reviews/Audits:**

- 1) Works with Executive Pastor and Lead Pastor and Board of Directors in the selection of an outside independent accounting firm, through to the performance of work in a timely manner.
- 2) Works with outside accountants to prepare files for review/audit.
- 3) Understands internal controls in place and works to improve these over time, documenting procedures and policies.

**Cash Flow:**

- 1) Manages all aspects of cash flow needs.

**Purchasing Department:**

- 1) Develops and oversees all purchasing systems.
- 2) Develops and oversees systems for inventory tracking.
- 3) Oversees the purchasing and cost control of all Centerpoint Assets, ensuring that CP receives the value possible.
- 4) Develops and oversees all procedures, providing accountability for the Management Team.

**2- Strategic Leadership**

***Provide strategic input and direction for organization, personnel & cycle optimization and development***

**Strategic Leadership and Planning:**

- 1) Help define strategic goals and action plans in light of fiscal realities and needs.
- 2) Responsible for developing strategic financial metrics to be used to inform strategic planning
- 3) Analyzes financial trends to determine the feasibility of strategic initiatives.
- 4) Participate in leadership of staff meetings, rallies, Leader Advances, Annual Meetings, and Management Team meetings in partnership with the LP and XP providing input for the execution of Centerpoint's goals and objectives.

- 5) Provides leadership in vision casting and goal setting in support of vision and mission within finance and operations.
- 6) Aligns Finance and operational support in such a way that it makes doing ministry at Centerpoint easy and effective for staff and volunteers.
- 7) Oversee campus development to ensure future facility acquisitions and expansions are consistent with the vision and values that drive Centerpoint's ministry strategy.
- 8) Provide oversight to property purchases and leases and the design, construction, and operations of existing and future facilities.
- 9) Give strategic direction in crisis response, such as pandemic, earthquake, fire, flood, or other safety incident or crisis

### **3- Operations**

#### ***Superintend and direct day-to-day operations of Centerpoint Church, including facilities.***

##### **Operations Administration:**

- 1) Ensure the completion of business, facility, and logistical support functions through staff and volunteers.
- 2) Oversees and directs the administrative functions of the church including HR, Benefits, Insurance, Workers Comp, Safety and Compliance.
- 3) Responsible for operational systems development, practices, processes and policy.
- 4) Facilitate the preparation of board meetings and the presentation of financial and operational status.
- 5) ensure appropriate insurance on all properties/people associated with Centerpoint
- 6) guide the operations of CP with risk mitigation and regulation compliance in view and tended to.
- 7) ensure compliance with all known state and federal entities and requirements for operation as a non-profit or for any subsidiary entities of Centerpoint Ministries.
- 8) ensure any operating licenses are acquired for any aspect of Centerpoint Ministries (or subsidiary entities) where necessary, such as state business license, etc.

##### **Facilities Management:**

- 1) ensure the effective scheduling of facilities personnel to meet the needs of the ministry
- 2) administrate the availability of facilities scheduling and use for optimal use by Centerpoint ministries
- 3) oversee any outside rental of facilities, ensuring mitigation fo risk and optimization of financial impact
- 4) administrate facilities security measures including security systems and cameras as appropriate
- 5) supervise implementation of work and contracts with vendors for facilities use, upkeep, repair, or enhancement

##### **Property Management:**

- 1) Oversees property maintenance, development, and procurement.
- 2) Responsible for all service contracts related to facilities.
- 3) Responsible for property investment and development - all campuses.

##### **Communications**

- 1) Oversee implementation and use of internal communication and collaboration tools such as Google Chat, etc.

## **4- Human Resources**

***Oversee and manage all human resources matters to meet necessary compliance and ensure effective, healthy staffing***

### **Staff Supervision and Development:**

- 1) Provides leadership to the staff team and serves as de facto personnel director for pastors and staff.
- 2) Provide coaching to staff in the design and implementation of church operations including periodically evaluating appropriate changes to organizational structure and management processes.
- 3) Facilitates and oversees the performance management process.
- 4) Implement strategies for salary reviews as part of the annual review and budgeting process.
- 5) Implement strategies for training of personnel on management practices
- 6) Implement systems for HR record keeping that is in compliance with standards
- 7) Implement system for personnel development that helps ensure staff are being invested in, trained, supported and motivated to the optimal degree.
- 8) Ensure that any HR /Personnel matters such as hiring, corrective measures, terminations and separations are handled with love, care, tact, professionalism and legal compliance, with a view toward risk and loss mitigation for CP

## **5- Expansion & Development**

***Guide and supervise new expansion and development projects of Centerpoint Church***

### **Building Construction & Property development or management:**

- 1) Responsible for oversight and financial accountability for expansion projects and multi-site development.
- 2) Responsible for other property acquisition and management
- 3) Responsible for implementation of ongoing and deferred maintenance of properties

## **6- Generosity**

***Facilitate giving stewardship development processes and initiatives that result in a culture of generosity of Centerpoint Church***

### **Stewardship:**

- 1) Responsible for stewardship program development.
- 2) Responsible for building a culture of financial discipleship at Centerpoint.
- 3) Work with LP to ensure proper cycle of stewardship prompts, i.e. quarterly giving statements
- 4) Work with LP to ensure giver-health & development cycle, i.e. initial communication to new giver, ongoing communication to consistent givers, special gifts and relationship development with legacy givers, etc.

### **Additional Responsibilities:**

- 1) Conducts themselves in a Christ-like manner.
- 2) Is called to serve the body of believers and to encourage them in their faith as a "God-ordained minister."
- 3) Counsels, prays, for and serves those in need physically and spiritually.

4) Other duties as assigned.

#### **QUALIFICATIONS:**

1) Degree in Accounting preferred. 2) Competence in accounting computer systems. 3) Business and church management experience a plus. 4) Three plus years of experience in executive upper-level financial management. 5) Spiritual gifts of administration, leadership, and discernment. 6) Ability to train non-financial managers in budgeting, planning, goals setting and financial planning. 7) Ethical and trustworthy. 8) Able to manage staff under their supervision in a Godly and effective way.

#### **COMMITMENTS:**

1) Committed to daily quiet time with God. 2) Participating in a Centerpoint small group on a regular basis. 3) Setting appropriate boundaries to protect character and integrity. 4) Developing personal evangelism opportunities within and outside the church. 5) It is expected that the person in this role is a regular attendee of Centerpoint's weekend services, and is a member of Centerpoint Church. All Centerpoint staff volunteer to serve in some ministry area in addition to their paid position. 6) It is expected that staff of Centerpoint Church will tithe to Centerpoint Church. The unique nature of the church is that our salary comes from the worshipful offerings of all of God's people. All CP staff are expected to participate in the same way, giving financially on a regular basis as a tither to further the mission of the church. We will never take for granted that God's people's giving allows us to receive part of our livelihood - and we will participate personally by tithing 10% of our income. This will help to create a culture of generosity, trust, and stewardship that makes our jobs with Centerpoint possible. 7) Adhere to and encompass the qualities and characteristics required of Centerpoint Church employees, as defined by the Employee Handbook. 8) This job description is representative of the responsibilities for this position and may be changed at any time.

Centerpoint Church maintains an "employment at will" policy. This means that just as you are free to end your employment with Centerpoint at any time for any reason, Centerpoint is also free to end the employment relationship with you at any time for any reason, with or without cause or advance notice, as long as we do not violate any applicable federal or state laws.

#### **VALUES:**

Fun - We believe that having a good time together matters!

Impactful - We're committed to making a positive difference together in Jesus' name!

Growing - We are always moving toward God's best!

Creativity – We want to be imaginative, original, innovative and artistic for God's glory!

Accepting - We understand that we're all a work in progress, so all are welcome here!

Passionate - We insist on expressing enthusiasm and lively excitement about life in Christ!

Supernatural - We desire to encounter the presence of God and engage our spiritual gifts!

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