

Finance Director

Team: Operations

Job Title: Finance Director

Reports to: Director of Operations

Status: Part-time (20-24 hours per week); Non-exempt

Position Summary:

Coordinate and guide the financial functions of the church.

Responsibilities:

- Works with Director of Operations to oversee the budgeting, financial reporting processes and cash management operations of the church.
- Maintains oversight of all accounting processes and controls
- Directs the independent audit process
- Works with Director of Operations to develop business, financial and employment policies and provide oversight of church policies to insure policy compliance..
- Prepare and provide financial reports for Director of Operations and ministries as needed

Position requirements:

- A committed, growing follower of Jesus Christ.
- Authentic and consistent in his/her own spiritual walk and relationships.
- Has significant experience with non-profit organizations, Church laws and regulations, and GAAP accounting standards.
- Bachelor's Degree in Accounting, Finance or related area. CPA preferred.
- Strong analytical skills.
- Strong organizational and follow-up skills.
- Ability to manage their own schedule (which will require flexibility).
- Excellent communication skills, both in a conversational manner and written form, as well as in front of a group of people.
- Promptness, both in the office setting, as well as in responding to emails, phone calls, etc.
- Ability to use Microsoft 365 and church financial software



STRATEGIC FRAMEWORK

VISION/PURPOSE:

Connecting the world with God and one another.

MINISTRY VALUES

1. Bringing glory to God and reaching people for Jesus Christ drives everything we do.
2. All of our ministries are to be Biblically sound, culturally relevant, and supported with prayer.
3. God's Word is truth, and we trust it above anything else to make a lasting impact on those we touch.
4. Individual and corporate worship is critical to our spiritual health and relationship with God.
5. Our fellowship is focused on shepherding and caring for one another.
6. Our evangelism is driven by a sincere burden for all people and is worldwide in its impact.
7. Our ministry is done with excellence and sense of urgency because it honors God and inspires people.
8. We will never lose sight of our vision.

MINISTRY PHILOSOPHY

Simple Purpose, Simple Church

Our purpose is simple: Connecting People with God and One Another. Our church structure, programming and ministries will follow our simple discipleship process. All we do will be understandable and easily accessible. We will strive to have a minimum amount of bureaucracy.

Strategic and Effective

We minister with a sense of urgency; the stakes are heaven and hell for the people we serve. Everything we do will be strategically planned, focused on the vision and measured for outcomes. Our measure of "success" will be conversions, baptisms, spiritual growth and maturity, and the completing of the Great Commission.

Felt Needs First, Prescribed Needs Second

We will seek to meet people's felt needs first, then move people to the "prescribed" needs outlined in the Bible.

STRATEGIC FRAMEWORK (continued)

Come and See - Go and Be

We will partner with the congregation in doing Kingdom work. The staff's role will be to provide clear vision and effective programming. The congregation's role will be to invite people to come and experience what God is doing through Alliance Church and eventually engage in the discipleship process. We also encourage ministries and individuals to "go and be" the reality of Jesus Christ by sharing Christ's love through personal evangelism, community service and world missions.

Healthy Relationships

We work together as a team. We keep short accounts, will not let conflict simmer and have a never-ending focus on the vision. We will maintain a broad view and will not tolerate turf wars or personal kingdom building.

Servant Leadership

We have a towel over our arm at all times. We have a positive attitude of joyful, humble service towards each other and the people we serve in and outside of our church.

Stronger Together

We will be a ministry that strategically and intentionally integrates ministries so they link together to produce healthy disciples of Christ that can advance the Kingdom as one.

Complementarian

Men and women equally share in the blessings of salvation; nevertheless, based on Scripture, some governing and teaching roles within the church are restricted to men.

Healthy Leadership

We are healthy, high-capacity individuals. We maintain our spiritual, emotional, relational, mental, and physical health by keeping our priorities straight. We live up to our commitments to others and live lives of integrity, at home, at church, and in the community.

Equip Future Leaders

We will train, equip, and empower young leaders in all ministries to remain relevant and effective, both for today, and for future generations.