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## Summary

### Job Title

Finance Director

### Department

Business

Located in Loudoun County, Community Church exists to help people live life better by winning increasing numbers of people to Christ and his church. We summarize this mission as **Meet God**, **Meet Friends**, and **Live Life Better**. These three core initiatives drive everything we do!

The Finance Director is responsible for budgeting, forecasting, account reconciliation and profit and loss reporting for both the church and the school. In this position he/she will oversee all accounting activities related to auditing, accounts payable, accounts receivable, tax compliance and payroll.

This position reports directly to the **Executive Director of Business & Operations**.

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## Key Responsibilities

### RESULTS

#### Financial Stewardship

35%

- Assist Community Church executives in the annual budgeting and planning process; administer and review all financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate.
- Supports the executive director in engaging the board's audit and finance committees around issues and trends in financial operating models and delivery.
- Oversee all financial, project/programs accounting; ensure that expenditures are consistently aligned with program budgets throughout the project period.
- Manage organizational cash flow forecasting; continuously work with the executive director to assess the financial efficacy of operations and establish finance and administrative systems to support operations.
- Manage and track the performances of invested assets in keeping with policies and investment guidelines.
- Oversee and compile budgeting, forecasting, and cash flow reports for projects, ministries, and current and future campuses.
- Oversee accounting functions - payroll, purchasing, disbursements and receipts, with a particular attention to the receiving, recording, and reporting of contributions.
- Monitors the financial performance of the church and school in relation to approved budgets, standards and targets; reviews financial and statistical information.
- Be familiar with taxes and tax exemptions affecting churches and nonprofits, including sales tax, property tax, and unrelated business income tax

## Administration

30%

- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Maintain internal control and safeguards for receipt of revenue, costs, and program budgets and actual expenditures.
- Coordinate all audits activity.
- Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep the executive director abreast of LPCC nonprofit financial status.
- Manage finance and payroll administrators, overseeing and reviewing their work and providing opportunities for their training and professional development.
- Review and approve bi-weekly payroll for 130+ employees.
- Review and approve weekly/bi-weekly check run and monthly accounts receivable for school tuition and camp enrollment.

## Leadership and Strategy

20%

- Understand with complete clarity the mission and direction of the business and operations division and communicate it throughout the organization.
- Keep Executive Director informed on all pertinent issues curbing surprises.
- Pray and meet regularly with Business and Operations Executive Director to advance the objectives of the division.
- Collaborate on finance team with other managers.
- Champion the brand and ethos of Community Church, Virginia Academy and its affiliates.
- Work collaboratively with the Business and Operations Executive Director to ensure accurate and reliable accounting records.
- Develop professional relationships with Executive team, volunteer team, board, bankers, auditors, donors and vendors.

## Staff and Volunteer Enrichment

15%

- Set an example for the volunteers professionally and spiritually.
- Meet regularly with operations division providing/receiving feedback as appropriate.
- Listen to feedback from a variety of sources for ministry effectiveness.

## Total

100%

## CORE VALUES

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### Health Matters

20%

- We work with the tangible help of God by maintaining regular personal time with him—space for hearing & listening to God's voice through silence, solitude, praying, meditating on scripture, journaling, etc.
- We lead out of healthy marriages or singleness.
- We pay attention to physical health—diet, exercise & rest (Sabbath)—& make necessary adjustments.
- We connect to godly friendships through small group involvement where accountability & encouragement is practiced.
- We practice vulnerability—regular confession of weaknesses, sins, hurts, habits & hang-ups to not only God but to one another, as well.

## Church Matters

20%

- We not only attend but we compellingly & constantly invite others to church, as well. An empty seat is a BIG deal!
- We always look out for & initiate conversation with new comers & guests. We push through our awkwardness so guests can feel welcome. We love to ask: “What can I do for you?”
- We work hard & if needed, late to make our ministry radiant—a church where people can’t help it, they have to notice her & want to be around her! We live to make church an ‘over-the-top’, inspiring, winsome, irresistible experience.
- We all equally share in honoring God by investing 10% of our income annually to finance his mission, the church. We don’t just work here. We ‘bleed orange!’
- We inform & help people complete our GROW course, the critical 1st step in truly joining the church.

## Attitude Matters

20%

- We own the mission not our position, title or rank. We never say, “That’s not MY ministry!” or, “No one ever told me to do that!” or, “That’s not in my job description.” We energetically do what needs to be done.
- We don’t tolerate a negative attitude. We obsess on what we can control not on what we can’t.
- We all serve—something we’re doing connected to God’s house that we’re not being paid for.
- We practice authentic listening—listening to understand.
- We assume the best—when ‘stuff’ happens we don’t assume the worst or immediately go negative but give our colleagues the benefit-of-the-doubt.

## Development Matters

20%

- We maintain Personal Development Plans (PDP’s) so we can demonstrate leadership growth. (We set goals—next steps in Leadership Pipeline, book reports, conferences, coaching...something!)
- We give the gift of feedback—positive & growth. & we hunger for both constructive & growth feedback from team mates in all situations.
- We lift others to higher levels passing along to others the knowledge, skills & opportunities that have been entrusted to us. We don’t just do a ‘job’, we build & empower people.

## Environments Matter

20%

- We insure that all our environments are irresistible! From the parking-lot to our work space we strive to be flawlessly maintained—no ‘broken-windows’ anywhere...period.
- We are not finished until everything is clean, put away & visually stunning.
- We communicate confidence & respect to volunteers by keeping all behind-the-scene areas impeccable. (all closets, resource centers, cabinets, stairwells, back-stages, sound booths, garages, conex-storage boxes, etc)
- We pick up trash. We vacuum, sweep, mop, straighten things; put things away & return things in a clean orderly fashion. Sloppiness is ungodly!

## Total

100%

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## Requirements

### EDUCATION AND EXPERIENCE

#### Education:

##### *Required*

- Bachelor’s degree in Accounting or related field from an accredited four-year institution.

*Desired*

- Master's degree in Accounting.
- CPA

**Experience:**

*Required*

- Minimum 5 years of accounting experience
- 3+ years demonstrated experience in financial management, in a church or non-profit sector
- Experience successfully managing budgets over five million dollars.
- Proficient level knowledge of all accounting functions and related internal controls, including accounts receivable, accounts payable, fixed assets, and inventory.
- Flexible and self-starter; able to multi-task, seeing the big picture while also being detail-oriented
- Proficient experience in Microsoft Office (Excel, Outlook, PowerPoint, and Word) and Quickbooks.
- Must be willing to become a member of Community Church or be a current member in good standing.

*Desired*

- Prior management experience preferred.
- Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to executive team.
- Experience processing payroll and running reports in Paychex.

*The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position and should not be considered a contract of employment. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary.*