

# Director of Finance & HR

## Intown Community Church



### **Overview:**

Intown Community Church is committed to helping people we know discover the love of Jesus. One way we display that love is through the responsible stewardship of church resources to support our mission and vision. The Director of Finance and HR is responsible for the stewardship of church finances. This is a full-time salaried position with benefits at Intown Community Church. This role will have oversight of all finances, including a ~\$2.6 million annual budget. This role will also include the management of benefits and employee policies at Intown Community Church. The role reports to the Executive Director.

### **Key Responsibilities:**

- **Accounting:**
  - Maintain accurate financial records, ensuring compliance with accounting principles.
  - Manage bookkeeper and review work including collection of contributions, accounts payable and receivable, payroll, general ledger entries, and account reconciliations.
  - Oversight of financial systems, including identifying capabilities and right-sizing of current systems.
- **Budgeting:**
  - Develop and oversee the church's annual budget, working closely with church leadership, staff, finance committee, and relevant stakeholders to allocate resources effectively.
  - Support annual ministry planning with strategic finance support and scenario planning.
  - Lead monthly budget meetings with budget owners to identify risks and opportunities.
- **Financial Reporting and Analysis:**
  - Conduct financial analysis and forecasting to inform strategic decision-making, identify areas for cost savings, and assess the long-term financial sustainability of the church.
  - Prepare and present regular financial reports to Finance Committee, Session, and other church ministries, providing updates on income, expenses, and financial performance against budgetary targets.

- Ensure compliance with tax laws and reporting requirements applicable to nonprofit organizations.
- Manage annual audit and resolve audit comments.
- Provide industry reporting to PCA and other organizations annually.
- **Cash Flow and Investment Management:**
  - Monitor and forecast cash flow and financial ratios to ensure sufficient funds are available to meet financial and debt obligations.
  - Manage any investments held by the church, working with the bank and an investment advisor to optimize returns while minimizing risk.
- **Risk Management:**
  - Identify and mitigate financial risks, such as fraud or financial mismanagement, through appropriate internal controls and oversight measures.
- **Policy Development:**
  - Develop and implement financial policies and procedures to govern the church's financial operations.
  - Oversee the development and implementation of HR policies, including an updated employee handbook.
- **Contract Management:**
  - Manage the relationship with our bank, including re-negotiation of mortgage prior to 2027.
  - Provide financial support for creating the new school contract and lead quarterly reconciliation of new variable contract.
- **Benefits Management:**
  - Research and identify benefits provider and implement new benefit program.
- **Continuous Improvement:**
  - Identify and implement productivity and automation initiatives that help the team work more efficiently and without human error.

### **Qualifications**

- Accounting Degree
- 5-10 years progressive accounting experience
- Christian

### **Skills Required**

- **Financial Management:** Strong financial acumen, including accounting and financial reporting
- **Financial Analysis:** Ability to research, analyze financial data and resolve issues
- **Strategic Thinking:** Budgeting, forecasting, long-term planning, identifying trends and making adjustments

- **Risk Management:** Identify financial risks, implement strategies to mitigate them, and maintain strong internal controls
- **Technology Proficiency:** Familiarity with financial software and tools for budgeting, accounting, and reporting
- **Collaborative Partner:** Effective with various stakeholders, including church staff, Finance team, and Session
- **Tactical Visionary:** Detail oriented but also a big picture thinker
- **Innovative:** Outside the box thinker
- **Growth Mindset:** Willingness to learn new skills

Those interested in speaking further about this opportunity should send qualifications and references to: Holly Cunningham, Executive Director. **Please send applications to: [hcunningham@intown.org](mailto:hcunningham@intown.org).**