

TITLE: Executive Director of Finance and Administration

PURPOSE: To provide financial and administrative management and oversight.

REPORTS TO: Executive Pastor

MINISTRY ASSIGNMENTS:

1. ALL WOODLANDS CHURCH DIRECTORS

- a. **Christ-centeredness** – Maintains a consistent connection and commitment to Christ; Seeks His direction and strength in fulfilling ministry responsibilities; Seeks to model Christian life; Exhibits Fruit of the Spirit (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control). *Gal 5:22-23*.
- b. **Self-Management** - Organizes and prioritizes well; Uses time efficiently; Consistently produces high quality work; Meets deadlines; Actively seeks to improve job skills; Seeks to develop, improve, and maintain a high level of professional knowledge for given areas of responsibility.
- c. **People First/Servanthood** - Values and respects each individual they interact with; Expresses a warm, friendly, gracious attitude; Humbly willing to pitch in and do “whatever it takes” to accomplish what is needed; Seeks to go “above and beyond” for the sake of others.
- d. **Teamwork/Relationships** - Works well on a team; Helpful to coworkers; Works effectively with others; Accepts constructive feedback; Supports teamwork through open and honest communication; Encourages and recognizes the contributions of others; Fully engaged in team activities and meetings; Resolves conflicts gracefully; Guards the unity of the team.
- e. **Flexibility/Innovation** - Identifies, shares, and is receptive to new ideas; Adapts to new situations; Helps others overcome resistance to change; Recognizes problems, finds new and unique solutions to solve them; Works to improve existing processes; Uses creative and innovative thinking to contribute to organizational and individual objectives; Contributes to group processes to set plans and resolve problems.
- f. **Communication** - Speaks and writes clearly; Listens to others; Shows sensitivity and caring; Responds promptly to inquiries; Maintains confidentiality; Represents Woodlands Church well in all interactions with others.

2. PRIMARY ASSIGNMENT: STAFF MANAGEMENT

- a. Coaches and supervises the Director of Finances and HR Administration, Director of Payroll and Accounting, and North Office Ministry Assistant.
- b. Serves as ombudsman for all non-pastoral staff.

3. PRIMARY ASSIGNMENT: FINANCIAL MANAGEMENT

- a. Manages the annual budget process.
- b. Monitors compliance to budget and authorized processes for variance resolution.
- c. Maintains the Accounting Procedures and Internal Controls Manual and communicates expectations to staff; Performs the applicable duties set forth in the Manual.
- d. Financial Reporting:
 - 1) Prepares monthly and annual financial statements and special reports as required;
 - 2) Presents monthly, quarterly and annual reports to the elders and congregation as required.

- e. Internal review: Oversees an annual review with the internal review team or coordinates with outside auditing firm.
4. PRIMARY ASSIGNMENT: OFFICE MANAGEMENT
- a. Oversees centralized office supplies and automated office equipment (i.e., copiers, printer, mailing machines, etc.).
 - b. Oversees front office staff coverage, telephone greeting and automatic answering protocols.
5. PRIMARY ASSIGNMENT: HUMAN RESOURCES MANAGEMENT
- a. Maintains Employee Handbook and other employment related policies, including a working knowledge of church and clergy taxes.
 - b. Completes an annual salary and wage review.
 - c. Recommends compliance and/or cost-effective changes to employee benefits.
 - d. Ensures compliance with all applicable federal, state and local employment rules and regulations.
6. PRIMARY ASSIGNMENT: RISK MANAGEMENT AND LEGAL
- a. Maintains an appropriate level of insurance coverage for the church.
 - b. Performs competitive cost and service reviews of insurance from time to time.
 - c. Maintains a relationship and acts as the liaison with the church attorney for legal guidance.
7. PRIMARY ASSIGNMENT: POLICIES AND PROCEDURES
- a. Develops and revises church policies in conjunction with other ministries, or subject matter experts, in a uniform and consistent manner.
 - b. Works with Executive Leadership Team to maintain compliance with all church policies and procedures.
8. PRIMARY ASSIGNMENT: SPECIAL PROJECTS
- a. Manages or assists with special projects as assigned by the Senior Pastor.

QUALIFICATIONS:

1. A clear testimony of faith in Jesus Christ;
2. A person of clear Christ-like character, maturity and godly reputation;
3. Embraces Woodlands' Doctrine with a view to becoming a member of Woodlands Church;
4. Must have a bachelor's degree in accounting, business administration, or finance;
5. CPA, MBA a plus;
6. A minimum of seven years' experience in the role of accountant, two of which should be at a senior level, possibly less with an appropriate certification (i.e., CPA, CMA);
7. Excellent managerial and organizational skills; detail oriented;
8. Thorough understanding of budgetary and accounting principles, practices and policies;
9. Experience with a church and/or non-profit preferred;
10. Possesses strong organizational, communication and time management skills;
11. A team player who loves being a part of a team and building teams.