

Title: Business Director – Full-time

Objective: Protect, report, and administer the Finance and Human Resource matters of the church in a manner consistent with applicable laws, steeped in integrity, and pleasing to our Lord. Oversee and execute the Shared Services operations of the organization under the direction of the Executive Pastor.

Reports to: Executive Pastor

Member of: Ministry Team, 403(b) Committee

Supervises: Shared Services Staff

Additional Titles: Corporate Treasurer

Primary Duties and Responsibilities:

- Assist the Senior Pastor/Executive Pastor with execution of vision and strategy of church ministries
 - Measure and evaluate success against key financial goals
 - Align and adjust Shared Services resources with the vision and strategy
- Oversee and lead Shared Services of the church, including: Facilities, Office Management, Human Resource, Finance, Information Technology
 - Assist in developing and executing the annual budget
 - Supervise Shared Services employees
 - Evaluate efficiencies of shared services to minimize cost structure and maximize support level to ministries
 - Oversee the administration of employee benefits (healthcare, pastoral housing allowances, and 403(b) plan)
 - Oversee the annual performance review process
 - Ensure compliance and timely reporting with various federal and state statutes and regulations
 - Oversee support for employee hiring, coaching, development, corrective action, and separation for all staff
 - Direct and manage IT solutions and policies to protect the organization
- Perform the church's treasury duties
 - Banking and lender arrangements, negotiations, and compliance
 - Loan arrangements, compliance, and reporting
- Oversee and/or administer the legal and risk elements of the church
 - Negotiate/approve contract arrangements for the church, including legal matters that arise
 - Arrange various insurance policies of the church (property, liability, workers compensation, auto)
 - Advise in financial aspects regarding property redevelopment as needed
 - Ensure compliance of ECFA and IRS rules and guidelines
- Ensure the preparation and administration of the financial transactions of the organization
 - Oversee and prepare annual external audit (including preparing schedules, providing auditor support, etc.)
 - Ensure accurate data entry into financial systems (e.g., general ledger activities and reconciliations)
 - Oversee the contribution records database
- Prepare periodic reporting
 - Monthly financial reporting information to Elder Council, ministry leaders, and lay volunteers
 - Outside reporting, including: personal property tax reporting, zero sales tax, property tax exemption, Colorado annual report, workers compensation audit, merchant certification
 - Ensure compliance and timely reporting with various federal and state statutes and regulations
- Document and maintain the processes required to perform the job

Secondary Duties and Responsibilities:

- Perform Bookkeeper responsibilities when absent
- Perform HR Administrator responsibilities when absent
- Perform responsibilities of IT assistant when absent

Stewardship of Mission: Understand and support the vision and mission of the church. Pursue personal growth through enrichment opportunities. Establish and maintain good team relationships. Effectively utilize the Lord's resources for maximum ministry impact while minimizing expenses. Create an environment of loving Christian care.

Minimum Qualifications: Undergraduate degree in accounting or finance, CPA certification, 10 years' experience in a financial capacity, 2–5 years direct experience with contracts and legal matters, some experience with insurance policies, some experience with benefits administration, IT, and human resource functions. Experience with accounting software.

Please note: *This job description is not designed to cover or contain a comprehensive listing of activities, duties, and responsibilities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time with or without notice.*