

JOB DESCRIPTION
Senior Director of Financial Services

Job Title: Senior Director of Financial Services
Employer: Grace Baptist Church
Reports To: Grace Baptist Church Pastor of Executive Operations & Finance in consultation with the Grace Christian Academy Head of School
Time Status: Fulltime
FLSA Status: Exempt
Schedule/Hours: Monday - Friday, eight hours per day
Classification: Director
Start Date: August 1, 2022

POSITION SUMMARY:

This position is a member of the Grace Baptist Church staff.

The Senior Director of Financial Services will be responsible for the direct management of all financial, accounting and reporting functions of the organization which includes the accounting staff of Grace Baptist Church (GBC) and Grace Christian Academy (GCA).

The Senior Director of Financial Services will oversee all banking and cash management, budget development and forecasting, employee payroll and benefits, insurance, purchasing controls, bid review and contractor documentation, timely reports to management, internal controls, organizational adherence to sound accounting principles and accounting functions necessary to assure effective financial controls and adherence to Policy.

The Senior Director of Financial Services will oversee all organization accounting while providing direct leadership for GCA daily accounting functions. The Senior Director of Financial Services will be a member of the GCA Executive Team and will attend all regular meetings of that Team providing financial guidance in operations and budget management matters. In addition, the Senior Director of Financial Services will attend and inform the GBC Executive Team of financial matters and staffing levels upon request of the Senior Pastor or the Pastor of Executive Operations & Finance. The Senior Director of Financial Services will serve as the active lead in GCA Accounting while working with and providing leadership to the GBC Director of Financial Services.

ESSENTIAL JOB REQUIREMENTS include the following duties and responsibilities, but are not limited to:

Grace Baptist Church (GBC) Accounting Leadership

- Maintain accounting and financial systems that meet the standards of general accounting principles.
- Direct processes and policy through the GBC Director of Financial Services that meet the needs, objectives, and mission of the organization.
- Collaborate and advise GBC leadership for strategic utilization of funds, manage, and debt levels while equipping ministry areas financially.
- Maintain an underlying zero-based budgeting process in all financial processes and planning.

Grace Christian Academy (GCA) Accounting Leadership

- Maintain an underlying zero-based budgeting process in all financial processes and planning
- Monitor and direct the implementation of strategic business plans at the accounting level
- Develop performance measures that support the Academy's strategic direction
- Develop financial strategies that meet the needs of GCA
- Manage the budgeting processes and monthly financial activities within the budget and cash positions
- Manage the GCA accounting staff
- Manage the GCA food service personnel
- Partner with Human Resources (HR) and Information Technology (IT) staff to enhance and better integrate payroll, HR, and IT functions
- Manage any third parties to which functions are outsourced (APS, FACTS, RenWeb)
- Oversee the Academy's transaction processing systems:
 - Ensure that accounts payables are processed in a timely manner
 - Ensure that all reasonable discounts taken
 - Ensure that tuition and other accounts receivables are collected promptly
 - Process payroll in a timely manner
 - Ensure that monthly bank reconciliations are completed and filed
 - Ensure that required debt payments are made on time
- Implement operational best practices
 - Maintain the chart of accounts
 - Maintain an orderly accounting filing system
 - Maintain a system of controls over accounting transactions
- Oversee employee benefit plans, with particular emphasis on maximizing a cost-effective benefits package
- Provide counsel for Head of School and the Executive Team in the hiring of all faculty and staff by keeping the team aware of cost impacts
- Attend and participate in staff and other school activities and meetings as appropriate

Financial Information

- Oversee the issuance of financial information
- Report financial results to the Pastor of Executive Operations & Finance, the GCA Head of School and other appropriate Teams as directed

Risk Management

- Understand and mitigate key elements of the GCA's risk profile
- Construct and monitor reliable control systems
- Maintain appropriate insurance coverage
- Ensure that Grace Christian Academy complies with all legal and regulatory requirements
- Ensure that record keeping meets the requirements of auditors and government agencies
- Maintain relations with external auditors and investigate their findings and recommendations

Funding

- Monitor cash balances and cash forecasts
- Advise and work with the Pastor of Executive Operations & Finance for debt financing and management

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the desired knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- Bachelor's Degree from an accredited college or university with an emphasis in Business, Management or Finance
- Certified Public Accountant certification, preferred
- Minimum of five years of successful professional experience in accounting leadership
- Demonstrated experience in fiscal management, accounting, and operations development ideally with experience in the non-profit sector (private school operations)
- Knowledge of legal mandates, policies and regulations pertaining to accounting and fiscal record management and reporting

EXPECTATIONS/DESIRED SKILLS

SPIRITUAL

- Must have a clear testimony of personal faith in Jesus Christ as Savior and a lifestyle of biblical integrity
- Fully supportive of the decisions and faithful to the mission and leadership of the Grace Baptist Church and Grace Christian Academy
- Passion for connecting with students and families in support of student success within a Christian environment
- A desire to establish membership in Grace Baptist Church

ESSENTIAL SKILLS AND ABILITIES

- Ability to maintain sensitive, confidential information
- Demonstrated teamwork and customer service skills
- Possess strong time management skills
- Ability to work independently, without direct supervision, as well as work cohesively within a team environment
- Ability to work effectively managing multiple tasks and participants in a stress-related environment with ability to work in a team environment
- Must be an effective communicator with the ability to communicate clearly and concisely, both orally and in writing
- Provide high attention to detail and accuracy with complete follow through
- Ability to problem solve and resolve conflict
- Must have excellent interpersonal skills

- High level of motivation and personal accountability
- A spirit of dedication, commitment, flexibility, and responsiveness
- Must be comfortable in a multi-tasking environment

TECHNICAL SKILLS AND COMPUTER SOFTWARE

- Above average typing skills
- Possess strong computer skills
- Ability to use a computer, fax, telephone, and copy machine
- Ability to produce complex documents in Microsoft Word
- Ability to design Microsoft Excel spreadsheets with simple calculations
- Working knowledge of accounting software systems
- Ability to produce simple projects in Microsoft PowerPoint

SUPERVISORY RESPONSIBILITIES

- Lead, manage, coach, and mentor a team of accounting staff members.

CERTIFICATES, LICENSES, REGISTRATIONS

- Applicant must possess a valid social security number, valid driver's license and a current working home/cell telephone with a number that can be accessed by management personnel for business contact purposes.

PHYSICAL, ENVIRONMENTAL, AND MENTAL REQUIREMENTS

The physical, environmental, and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- While performing the duties of this job, the employee may regularly be required to sit, stand, or walk for extended periods of time.
- Talking – expressing ideas by means of the spoken word to convey instructions to students/parents/staff accurately, loudly, or quickly
- Hearing – ability to perceive sounds at normal speaking levels with or without correction and to receive detailed information through oral communication
- Stooping, crouching, kneeling – capable of lifting twenty pounds
- Repetitive motion of the wrists, hands, and fingers
- Close visual acuity required for viewing a computer monitor, preparing, and analyzing data and figures, transcribing and reading
- Environment is primarily indoors. Intermittent outside weather conditions, including extreme heat and cold
- Taxing environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts
- The selected candidate will be assigned an office workspace at Grace Baptist Church from where (s)he will conduct official business.

HOW TO APPLY:

- Read the Job Description carefully to determine if you meet the qualifications to apply.
- There are three ways to apply for this position:
 - ✓ Visit the Grace Baptist Church homepage (gracebc.org) and complete the application.
 - ✓ Complete the GBC application on the applicant tracking system where this position is posted.
 - ✓ Email your cover letter and resume to Kathy.Sims@gracebc.org and an application will be emailed to you to complete and return to HR.
- All applications are reviewed and screened by the Director of Human Resources.
- Once applications are screened, the decision to proceed with an interview with an applicant will be determined.
- An interview is defined as in-person, via telephone, or completion of a written questionnaire.
- Due to the volume of applications received for open positions, applicants may or may not be granted an interview.

Job Posting will expire on Monday, July 18, 2022.

CONCLUSION

If selected for this position, the successful candidate will sign this job description acknowledging that he or she has received, reviewed, and fully understand the expectations of essential duties and responsibilities associated with this position of Senior Director of Financial Services.

The above statements outlined in this job description are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all-inclusive list of responsibilities, duties, and skills required of personnel. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and amend the work of any employee under his/her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.

I have received, reviewed, and fully understand the Job Description for Senior Director of Financial Services. I further understand that I am responsible for the satisfactory execution of the essential duties and responsibilities as listed herein. -

Employee's Signature

Date