

OAKHILLS C H U R C H

Our Mission: *We are the Body of Christ called to be Jesus in every neighborhood in our city and beyond.*

Our Values:
Unity: We seek to promote unity in the Body of Christ
Grace, Truth and Faith: We offer grace, stand for the truth, and live by faith.
Family: We embrace the family as the core teaching and discipling center.
Inclusivity: We invite all people to belong to Christ’s community regardless.
Every Believer a Minister: We view every believer as a minister.
Prayer: We seek God in all decisions through prayer.
Neighborhood: We organize our efforts around neighborhoods.

Job Title:	Director of Finance	Status:	Full-Time
Department:	Finance	FLSA:	Exempt
Reports to:	Executive Minister	Job Class:	Official/Manager
Direct Reports:	Accounting Specialist(s) and Payroll Specialist	Ordained Minister:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Work Week:	Monday - Friday	Driving:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

I. Job Summary: This position organizes and oversees all general accounting activities for the Finance Department at Oak Hills Church. In addition, this position is responsible for preparing accounting and financial reports and ensuring accurate accounting systems and record keeping. Exercises supervision over staff.

II. Primary Duties and Responsibilities:

1. Assumes all management responsibilities for all financial services and activities, including payroll, accounts payable, accounts receivable, investigative services, and administrates policies and procedures.
2. Maintains the general ledger and all related accounts with proper documentation and records of all church transactions; reviews entries to the general ledger to assure accuracy and compliance with the church’s and established accounting principles; controls all changes to chart of accounts. Oversees monthly and year-end closing of the general ledger including preparation of journal entries.
3. Oversees monthly reconciliation of bank accounts; verifies accuracy of bank statements and resolves questions or problems. Maintains integrity of cash balances and cash flow systems.
4. Prepares annual financial reports. Coordinates all audits and preparation of schedules and documents for internal or independent auditors.
5. Oversees and maintains internal control systems. Reports fraudulent activities to Governance Board. Makes policy and procedural recommendations to the Executive Minister.
6. Oversees the preparation of Form 941 Employers Quarterly Federal Tax Return and W-2 forms provided to employees. Prepares Forms 1099 Provided for Contractor Work.
7. Manages and collaborates with the Executive Minister and leaders from each department to prepare the annual church wide budget.
8. Manages all bank accounts and transfers of funds. Acts as the main point of contact with financial institutions.
9. Oversees online giving, reporting, and registrations. Provides cash flow statements and responds to cash balance and restricted account inquiries as needed.

10. Serves as the financial subject matter expert as needs and questions arise relating to the accounting operations of the church. Researches and obtains answers to accounting, budgeting and other financial requests.
11. Selects, motivates and evaluates staff; provides or coordinates training; coaches and works with employees to correct deficiencies; and, if needed, implements and administers disciplinary and termination procedures.
12. Attends, provides staff support, and participates in a variety committees and meetings. Serves on the Investment Committee.
13. Stays up-to-date of new trends and innovations in the fields of personnel management, rate analysis and preparations.
14. Other duties and responsibilities as assigned.

III. Minimum Qualifications:

1. Bachelor's degree in accounting from an accredited college or university.
2. Five (5) years increasingly responsible professional experience in finance and accounting, including three (3) years of administrative or supervisory responsibility.
3. Certified Public Accountant's License **preferred**.

IV. Knowledge and Abilities:

1. Knowledge of generally accepted accounting principles.
2. Knowledge of financial and accounting procedures.
3. Knowledge of payroll and time regulations, requirements and procedures.
4. Knowledge of accounting and database software.
5. Knowledge of computer office applications and equipment.
6. Knowledge of English grammar and vocabulary.
7. Ability to work independently with limited supervision.
8. Ability to formulate policies and administrative procedures.
9. Ability to conduct research studies and prepared detailed and accurate reports.
10. Ability to utilize a personal computer and associated software programs.
11. Ability to create and use computer spreadsheets and graphical presentations.
12. Ability to provide administrative and professional leadership and direction to assigned staff.
13. Ability to communicate clearly and effectively through both verbal and written means.
14. Ability to establish and maintain effective working relationships with other ministry leaders and volunteers.
15. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

V. Physical Requirements and Working Conditions:

Occasional lifting/carrying up to 10 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

VI. OHC Staff Expectations:

1. Active and personal relationship with Jesus Christ.
2. Actively practices personal spiritual disciplines and leads with humility, character, and love.
3. Personally engaged with OHC mission, vision and strategy.
4. Actively engaged in the OHC mission to be Christ where you work, live and play.
5. Attend Life with OHC and become an OHC member within six (6) months of employment.
6. Partner with other departments to lead, promote, and/or implement ministry initiatives and events.

Revised: February 2016