

# FINANCE DIRECTOR



**LOCATION:** *Regional*

**DIRECT REPORT:** *Regional Executive Pastor*

**SALARY:** *\$65k-75k Base Salary*

**DEPARTMENT:** *Operations*

**TERMS:** *Full-time - Exempt*

## **ROLE SUMMARY**

The Financial Director of Vintage Church is a pivotal leadership role responsible for the financial stewardship and strategic financial planning of the organization. The Financial Director's role is to ensure financial transparency, compliance, and long-term financial health of Vintage Church and Vintage Christian Academy. This role will collaborate closely with senior leadership, providing insights and strategies to support the church's mission and vision.

## **DUTIES**

### **Strategic Financial Planning & Oversight**

- Develop and implement financial strategies that support the organization's mission and long-term goals.
- Collaborate with leadership to create annual budgets and financial forecasts.
- Provide financial insights and recommendations to assist in decision-making processes and identify potential financial risks and develop strategies to mitigate them.
- Monitor and manage cash flow to optimize financial stability and liquidity.

### **Financial Reporting**

- Oversee all financial transactions, ensuring accuracy, compliance, and timeliness.
- Prepare and present accurate and comprehensive financial reports to the Regional Leadership Team and the Governing Board.
- Maintain an understanding of financial legal and regulatory requirements.

### **Policies, Procedures, and Internal Controls**

- Develop, implement, and review financial policies, procedures, and internal controls to ensure the integrity and transparency of financial operations.
- Responsible for Accounts Payable, Check Requests, and Purchase Request processes.

### **Operational & Administrative Duties**

- Allocate financial resources effectively to support various ministry programs/initiatives.
- Monitor budget variances and recommend corrective actions when necessary.
- Assist with processing giving and miscellaneous deposits and conduct monthly bank reconciliations.
- Manage and update the church's financial software and systems, ensuring data security and integrity.
- Evaluate and negotiate with vendors for services and products to ensure cost-effective operations.

### **Support & Training**

- Provide clear financial communication to both financial and non-financial stakeholders.
- Aid staff regarding funding items (e.g., Petty cash, credit card, money bags, etc.).
- Provide financial training and support to staff and serve team involved in financial tasks or decision-making.

### **Asset & Insurance Management**

- Monitor the church's insurance policies, ensuring adequate coverage for assets, liabilities, staff, and activities.
- Develop and oversee a system for maintaining asset inventories, such as equipment and properties.

## **CANDIDATE REQUIREMENTS**

**Educational Background:** Bachelor's degree in finance, accounting, or a related field. Advanced degrees or certifications (e.g., MBA, CPA) are a plus.

**Financial Expertise:** Proven experience in financial planning, budgeting, and forecasting with a track record of managing substantial budgets.

**Non-Profit Experience:** Familiarity with 501c3 Non-Profit regulations and financial management within a non-profit setting.

**Strategic Thinking:** Ability to align financial strategies with organizational objectives and provide insights for sustainable growth.

**Leadership Skills:** Experience in leading and mentoring teams, with a collaborative and motivational leadership style.

**Communication Skills:** Strong verbal and written communication abilities to effectively present financial data to non-financial stakeholders.

**Analytical Abilities:** Proficient in analyzing financial data, identifying trends, and making data-driven decisions.

**Tech-Savviness:** Experience with financial software, including QuickBooks Online, and the ability to transition to and manage new financial platforms.

**Attention to Detail:** High level of precision in preparing and reviewing financial statements, budgets, and forecasts.

**Integrity:** A strong ethical foundation, ensuring transparency and adherence to financial regulations and best practices.

**Problem-Solving Skills:** Ability to address financial challenges, identify solutions, and implement changes effectively.

**Stakeholder Engagement:** Experience in engaging with external stakeholders such as banks, lenders, and vendors.