

Hope Community Church Job Description

Job Title: Finance Director
Role for:
Reports to: Executive Director of Finance & Operations
Supervises: Accounting & Finance Team
FLSA Status: Exempt



Role Summary:

Responsible for leading the Accounting & Finance Team of the church, developing financial plans that support the mission and strategic ministry goals, and demonstrating exceptional stewardship of resources. This role supports church leadership with financial reporting, churchwide budget development, and consulting on significant decisions with financial implications.

Essential responsibilities and duties:

- Leading, managing, and holding the Accounting & Finance Team staff accountable.
- Directing financial planning and strategy.
- Analyzing and reporting on financial performance, particularly to church leaders.
- Developing annual and special project-based budgets that support short- and long-term goals.
- Participating in capital campaign planning and implementing strategies to support fundraising efforts.
- Maintaining positive working relationships with bankers, insurers, and attorneys.
- Overseeing contract management including periodic term reviews and forecasting expenses.
- Developing well-reasoned forecasts and scenario models to evaluate potential outcomes.
- Collaborating with ministry and executive leadership on financial planning and management.
- Ensuring compliance with GAAP and meeting ECFA standards.
- Analyzing and providing recommendations on financing activity including borrowing and leasing.
- Serving as congregational point of contact for questions on Hope's financial management.
- Providing oversight and direction on financial and operational data analysis, KPIs, and pertinent decision-making information.
- Coordinating with Human Resources on staff planning, costing, budgeting, and forecasting.
- Overseeing cash flow and other capital management to ensure financial stability.

Key Competencies and Preferred Experience:

- Develop team members through appropriate resources and opportunities for growth.
- Strong planning, organizational skills, and attention to detail.
- Excellent listening and communication skills, written and verbal, for small and large audiences.
- Strong analytical skills and an inquisitive, curious attitude.
- Flexibility, adaptability, and self-motivation.
- Working proficiency with Microsoft Office 365 suite (Teams, Outlook, Word, Excel, etc.) and cloud-based accounting platforms (preferably Financial Edge NXT).
- Serve as model representative of biblical stewardship.
- Ability to maintain utmost confidentiality of sensitive information.
- Align with the vision, mission, values, and doctrinal statement of Hope.
- Four-year degree in finance, accounting, and/or economics and minimum 5 years of relevant experience.
- Experience working in ministry environment preferred.

Employee Signature

Date

Executive Director Signature

Date