



COLONIAL PRESBYTERIAN CHURCH

EXECUTIVE DIRECTOR OF FINANCE AND ADMINISTRATION

POSITION SUMMARY

The Executive Director of Finance and Administration is a central operations position and the primary administrator of Colonial Presbyterian Church. This position supports all the ministries, mission, values, and vision of the church through overseeing the church finances and accounting systems, human resources and related processes, facilities and assets, congregation donors and membership records, and the business processes of the two campus preschools. The Executive Director of Finance and Administration serves on the Executive Team with the Lead Pastor and the Executive Pastor, and serves on the Generosity Team, the Strategic Planning Team, the Finance Committee, the Senior Leadership Team, and Colonial Legacy Fund Board.

WORKING RELATIONSHIPS

Reports to: Lead Pastor

Supervises: Senior Director of Human Resources, Director of Administrative Services, Director of Preschool (on business matters), Accountant and Administrative Coordinator

Teams with: Executive Pastor, Campus Pastors, Family Pastor, Pastor of Discipleship, Care Pastor, Church planting Pastor, Session, Deacon Board, and other staff, committees, individuals, or groups at the request of the Lead Pastor.

Member of: Executive Team, Senior Leadership Team, Generosity Team, Finance Committee, Strategic Planning Team, Colonial Legacy Fund Board.

DUTIES & RESPONSIBILITIES

Financial Management and Oversight

- Manage and oversee all financial and business planning activities, including:
 - a. Direct and administer all financial plans; update and ensure compliance with Fiscal Policy.

- b. Approve expenditures, check signing, bi-weekly payroll and staff credit card use.
 - c. Oversee business policies and accounting practices.
 - d. Review and analyze financial reports and present financial reports to leadership, including key non-financial metrics.
 - e. Support and advise the church leadership in decision making.
 - f. Lead and support the annual budgeting process.
 - g. Oversee the annual review/audit and CPA firm relationship.
- Maintain the primary relationship with banks and credit organizations.
 - Participate in capital transaction activities, including building, land sale/purchase.
 - Risk management and legal activities, including letters of agreement, contracts, certificates of insurance, leases, and other legal documents and agreements.
 - Business insurance: procurement, monitoring, and management
 - Oversee all Giving and Financial aspects of the church website.
 - Oversee the Colonial Legacy Fund records and reporting.
 - Oversee all Colonial church plant initiatives accounting and financial records.

Giving and Membership Records

- Oversee all aspects of membership records, including contribution records, the pledge / giving statements and membership roll reviews and clean up.
- Assist church leadership by reporting on key trends in attendance, giving, membership, demographics.
- Oversee the administration of congregation records system (CCB)
- Answer member inquiries on charitable giving, tax deductibility, approve designation of gifts, on-line giving, stock contributions, and non-traditional giving such as Qualified Charitable IRA Distributions, foundation gifts, gifts in kind.
- Liquidation of non-cash gifts.

Human Resources

1. Working closely with the Senior Director of Human resources, and in collaboration with the Executive Team, responsible for overseeing the strategic and operational aspects of the Human Resources function, include setting the overall vision for personnel management, ensuring alignment between Human Resources strategies and Colonial Presbyterian Church's mission, values and strategic goals including:
 - a. Recruitment, hiring, and compensation management.
 - b. Benefits administration and oversight, annual enrollment
 - c. Administration of Clergy compensation practices
 - d. Performance management program development, implementation, and execution
 - e. Responsible for all Employee Practices as represented by the Employee Handbook and including employee relations and disciplinary measures when appropriate.
 - f. Ensuring Colonial adheres to all relevant employment laws and regulations.
 - g. Setting strategic direction of personnel development and retention
 - h. Leading a positive culture of productivity that attracts high-performing employees.

- i. Provide input and approval of important Human Resources decisions like hiring, promotions, performance improvement plans, employee relations, benefits, and compensation.
2. Ensure that the human resource function is properly resourced and represented within the various leadership teams.

Administrative Services

- Working with the Director of Administrative Services, overseeing the Facilities and IT functions for CPC, including:
 - a. Facilities management, ensuring smooth daily operations of facilities, equipment, grounds, and vehicles.
 - b. Fiscal responsibility for the accumulation and spending of the facility reserve.
 - c. Information technology management, ensuring the ongoing maintenance and updating of information systems and infrastructure, including hardware, software, applications, and the telecom system. Management of network outages.
 - d. Building security procedures including automatic door systems, security cameras and alarm systems,
 - e. Service and outsourcing, support contract negotiations such as custodial, IT support, security, HVAC & mechanical services.
 - f. Oversee capital improvements including selection of contractors and project management.
- Consult with Deacons and church leadership on physical security practices and issues.

Stewardship

- Be a liaison with the Generosity Team and Generosity Elders, monitoring financial support trends.
- At the direction of the Generosity Elders, execute the annual commitment campaign and the standard stewardship reporting to the congregation at multiple points throughout the year.
- Ensure (establish) appropriate governance of the Colonial Legacy Fund and work with the Colonial Legacy Fund Board to promote/encourage long-term planned giving within Colonial.

Other Duties

- Advise lead pastor on key planning issues and make recommendations on important business decisions.
- Oversee and facilitate Capital Campaigns
- Establish operational processes and processes improvement.

SKILLS & REQUIREMENTS

1. Minimum of a bachelor's degree, ideally with an MBA.
2. Strong operational experience ideally has 15 years organizational leadership experience.
3. Demonstrated experience in financial accounting and analysis with additional experience overseeing human resources, information technology, and business and facility operations.
4. Skills should include financial management, personnel management, budget and resource development, and strategic planning; demonstrated success developing and monitoring systems to manage both operational and programmatic work that involve high levels of collaboration.
5. Excellent people skills, with an ability to partner with a dynamic leadership team.
6. Strong executive communications skills, especially the ability to communicate financial operating results and financial situation to a non-financial audience. An ability to generate respect and trust from the stakeholders: staff, congregation, church leadership, Deacons and Elders and external constituencies.
7. Personal qualities of integrity, credibility, and commitment to the mission, values, and vision of CPC. A strong and obvious relationship with Jesus Christ.
8. Flexible and able to multi-task; can work within an ambiguous, fast-moving environment, while also driving toward clarity and solutions; demonstrated resourcefulness in setting priorities and guiding investment in people and systems.

CORE COMPETENCIES

Financial management

- Understanding financial reports, Budgeting, Cash flow management, financial planning, and Analyzing numbers and financial data.

Strategic thinking

- Aligning financial strategies with Colonial's goals, mission and strategic plans, Long-term planning, Risk assessment, and anticipating charitable donor trends and economic shifts.

Communication

- Conveying complex financial information clearly and persuasively
- Building relationships
- Negotiating with partners
- Presenting financial strategies to Session
- Managing expectations

Leadership

- Inspiring and leading their team towards Colonial's goals.
- Guiding, motivating, and unifying their team
- Setting a clear path for everyone to follow
- Stakeholder engagement
- Building strong relationships with congregates, vendors, and other stakeholders

POSITION DETAILS

Type of Position: Full-time (32 hours) Exempt

Location: Central Operations - Offices and perform duties on the SKC campus.

AGREEMENT

I have read and understand the duties and responsibilities of this position.

Signature _____ Date: _____

We endorse the above for this position and affirm our support to help them achieve the ministry they have accepted.

SENIOR PASTOR: _____ Date: _____

EXECUTIVE PASTOR: _____ Date: _____

HUMAN RESOURCES: _____ Date: _____