

**Emmanuel Gospel Center  
Director of Finance & Operations**

Department: Operations  
Supervisor: Director of Internal Systems  
Effective Date: November 2023  
Days/Hours: Mondays – Fridays, 9:00 a.m. – 5:00 p.m.  
Occasional evenings & weekends  
Some in-person days required; remote work available  
Employee Category: Regular; Full-time (F/T); Exempt; Administrative

**Mission:**

The Emmanuel Gospel Center (EGC) strengthens Christian leaders to serve urban communities. EGC takes time to **learn** how the city, the church, and their related systems are changing; we **connect** with the people involved to build strong working relationships; and we **equip** where it is most strategic, providing teaching, training, tools, and resources for effective ministry.

**Job Overview:**

The Director of Finance & Operations (DFO) is responsible for various aspects of the organization, including Finances, Operations, and Information Technology. EGC consists of approximately 35 staff and fiscal partners in which the DFO will support in their day-to-day operations as well as ensuring that the organization overall is managed and performing efficiently and effectively. In addition, this position will work closely with the EGC Leadership Team (LT) in developing operational strategies that help meet the organization's goals and ensure that these goals are missionally aligned with EGC's vision.

**Essential Duties & Responsibilities:**

*Hours given are general estimates. The DFO will determine how best to allocate their time as the work unfolds.*

**50% Financial Management**

In conjunction with the Director of Internal Systems, assists in developing, implementing, and documenting Financial Management policies and procedures for EGC's general fund and cost centers. This includes general fund and program budget oversight, expense payment and reimbursements, and financial operations, including cash management and bank reconciliations. The DFO will support the Fiscal Sponsorship Program by providing fiduciary oversight and other administrative services to board-approved organizations. Responsible for developing EGC's Master Budget, including building the General Fund budget and assisting with individual budgets for EGC's programs and ministries.

The DFO will oversee EGC's remote bookkeeper and support, as necessary, in processing accounts payable, EGC's online billing system, and overall banking operations including the oversight of bank balances and checking account transactions (payments, distributions, receipts, deposits, transfers, etc.). The DFO will work with EGC's remote bookkeeper to ensure financial reports are run and regularly produced. These reports include, but are not limited to, the general ledger, balance sheets, profit & loss statements, and cash flow statements as well as reports for the board, partners, funders, etc., as necessary. The DFO will also work with the Development Manager to create reports for distribution to appropriate staff as it pertains to program funding, donations, and expenditures.

The DFO will work closely with the contracted Accountant to ensure that all EGC's financial records are accurate, to prepare EGC's financial systems and records for an annual audit, and work with the appropriate staff, accountant, and the outsourced auditors to ensure EGC's financial records are processed within compliance of all appropriate finance laws and regulations maintaining the integrity of EGC's financial records and supporting the organization's overall financial stability.

### ***30% Operations Management***

***General operations.*** Liaise with LT to make decisions for operational activities and set strategic goals. Supervise Office Manager and oversee the organization's day-to-day activities, ensuring that the organization is managed and performing efficiently and effectively. Revise or formulate policies and promote their implementation. Manage relationships/agreements with external partners/vendors (e.g., telecom & IT network, HVAC, copier leasing company).

***Building Facilities.*** Oversee the maintenance and custodial services of EGC's rented office space. In partnership with Second Church Dorchester (the building owner), and with internal input from appropriate EGC management as necessary, implement planning for improvements and repairs as needed – including managing contractors and vendors to maintain the physical property and overall building security as it relates to EGC's space. The DFO will collaborate with vendors, volunteers, and staff – providing oversight, delegation, and management of building space. The DFO will also be responsible for ensuring regular building meetings occur to ensure both the building owner(s) and EGC are on the same page in understanding building needs.

### ***5% IT Support and Management***

Provide basic support around IT issues, including coordinating IT services, troubleshooting any problems that arise, setting up new computers and managing server access, and managing office machines such as copiers.

### ***15% General Responsibilities***

Other responsibilities of this position include, but are not limited to, participating in staff-associated activities such as weekly staff meetings, soul care retreats, and participating as well as helping to lead staff prayer times. In addition, this position also supports and assists, as needed, with various events such as EGC's annual fundraiser, dinners, or other events.

**Performs other related duties as assigned.**

### **Supervisory Responsibilities:**

Supervise the work of the Operations team. The DFO's team consists of overseeing the office manager and the remote bookkeeper as well as outsourced roles including the custodian services, accountant support, and appropriate/occasional volunteers and interns, etc. Supervision responsibilities include, but are not limited to, conducting regular staff check-ins and performance reviews with FT staff; providing mature Christian input, advice, and encouragement to all staff; and establishing a welcoming and encouraging environment within the department, along with the entire Operations team.

### **Skills, Credentials, & Experience:**

- Bachelor's degree (or equivalent experience) in business administration or related field
- 3+ years in a senior leadership role in a field related to our industry
- Knowledge of multiple operational functions and principles, including finance, budget development, customer service, and employee management
- Organizational and leadership skills backed by previous professional success
- Proven ability to plan and manage operational processes for maximum efficiency and productivity
- Ability to streamline or implement structures and roles that boost speed and efficiency while supporting rapidly shifting organizational demands
- Excellent organizational and leadership abilities
- Strong written and oral communication skills; and people skills
- Proficient computer skills (EGC currently uses Microsoft Office, QuickBooks, Donor Pro, etc.)
- Self-motivated to pursue professional development in areas of responsibility

**All candidates must pass a criminal background check (CORI)**

### **Critical Qualities:**

- Mature Christian faith as defined by being an active member of a local church, by agreeing with the Apostles Creed, and by displaying the life of a Christian leader as described in 1 Timothy 3:1-10
- Passion for EGC's mission and principles
- High emotional and cultural intelligence
- Robust and growing spiritual life that exhibits resilience in Jesus; exercises spiritual discernment in the course of EGC duties
- Able to speak truth in love, exercise discretion in leadership, keep confidential things confidential