

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

Department: Operations
Supervisor: Director of Internal Systems
Effective Date: October 2022
Days/Hours: Mondays – Fridays, 9:00 a.m. – 5:00 p.m.
Occasional evenings & weekends
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. The DFO will oversee the organization's day-to-day operations, ensuring that the organization 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

Budget oversight and 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 oversee the Fiscal Sponsorship Program, which provides fiduciary oversight, financial management, and other administrative services to board-approved organizations, as well as coordinate the audit process and work with outsourced bookkeeping services, as needed. Responsible for developing EGC's Master Budget, including building the General Fund budget and assisting with individual budgets for EGC's programs and ministries.

Accounts Payable processing. Complete weekly accounts payables by examining invoices, center expenditures, and all requests for payment. Execute payment delivery through ongoing coordination between creditors and internal payment requesters. Manage payment process through online billing system.

Banking operations. Will manage bank balances and checking account transactions (payments, distributions, receipts, deposits, transfers) and oversees financial account balances *in connection with* and *in addition to* EGC's accounting software.

Maintain EGC accounting records. Responsible for administration of EGC's accounting statements, including the general ledger, balance sheets, profit & loss statements, and cash flow statements. At the request of various program directors and managers, DFO will run various financial reports, including ad hoc reporting, as necessary. Regularly produces and compiles reports by maintaining spreadsheets and bookkeeping software.

Donor management and cost center (fund balances) administration. Will work with the Development Manager and team to manage donor records within online database software. Accordingly, the DFO will create regular reports to distribute to appropriate staff pertaining to ongoing program funding, donations, and expenditures. The DFO will work with the DIS, and necessary program staff, helping to ensure budgets are accurately reflected and up-to-date.

Work with EGC's Accountant and Auditors. Work closely with contracted Accountant to (1) ensure that all EGC's financial records are accurate, (2) prepare EGC's financial systems and records for an annual audit, and (3) work with the Staff, the Accountant, and the Auditors to ensure EGC's financial records are processed within compliance of all appropriate finance laws and regulations.

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. The DFO can expect to 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 daily problems, 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 and facilitate the work of the Operations team (including the office manager, outsourced custodian, accountant, and appropriate/occasional volunteers and interns, etc.). Supervision responsibilities include, but are not limited to, conducting regular staff check-ins and performance reviews; 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
- 5+ years in a senior leadership role in a field related to our industry
- Superior knowledge of multiple operational functions and principles, including finance, budget development, customer service, and employee management
- Masterful 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
- Strong working knowledge of industry regulations and legal guidelines
- Excellent organizational and leadership abilities
- Outstanding written and oral communication skills; and people skills
- Strong computer skills (including Microsoft Office, QuickBooks, Donor Pro, or similar)
- 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