



## LEADERSHIP POSITION DESCRIPTION

# Controller/Finance Administrator

### ACCOUNTABLE TO:

Executive Director

### POSITION IS:

Salaried – Exempt. The Finance Administrator will be available to work on Sundays, weekends, and during evenings for Consistory and other team meetings and special events.

### PURPOSE:

The Finance Administrator manages the financial needs of Centerpoint Church for the main and additional campuses, and The Point Community Center. This role manages the daily accounting and financial processing functions, leasing, banking, insurance for buildings and provides oversight of IT needs of the church.

### QUALIFICATIONS:

- Bachelor's Degree in Business Administration, with an emphasis on Accounting
- Two of accounting/finance experience, preferably in a church or nonprofit organization
- Strong organizational and problem-solving skills. Pays attention to details
- Effective communication and relationship-building skills
- Team player

### PRIMARY DUTIES AND RESPONSIBILITIES:

#### Business and Financial Operations

1. Manage the financial operations (systems and processes) of the Church and oversee implementation of her policies and procedures, under the supervision of the Executive Director and the Finance Deacons. Prepare the church budget, manage and reconcile the handling and recording of incoming and outgoing cash transactions: receipts and deposits, accounts payable, purchasing, payroll, cash management, accounting, contribution records, pension contributions, insurance policies for the buildings and other miscellaneous expenditures. Oversee the counting of the contributions made to the church and prepare the bank deposits.
2. Process and distribute payroll. Manage supplier and vendor payments and files. Receive and record billings from vendors and service providers, prepare check requests for the Executive Director's review, approval and signature, enter check data into the cash ledger and general ledger. Make accurate and timely payments of bills.
3. Responsible for cash management and control, including banking and investment management relationships.
4. Maintain appropriate and accurate accounting records and produce timely financial statements reporting the financial conditions of the Church. Prepare a monthly financial report, highlighting significant aspects of the financial statements, issues of concern and opportunities, with the objective of bringing clarity of the overall financial condition of the church to the consistory teams. Communicate financial status to the congregation at least quarterly. Prepare Annual Budget Report, annual contributions statements to contributors, and 1099 reports to employees and contractors.

5. Evaluate financial policies and processes periodically.
6. Periodically evaluate the value received by vendors and service providers used by the church and make changes to create cost savings and efficiencies.
7. Responsible for securing and maintaining appropriate insurance coverage for the church.
8. Meet at least monthly with the Finance Deacons to give financial reports and seek guidance on Capital projects, current operating concerns, trends, etc.
9. Recommend financing options as may be necessary for completion of capital projects.
10. Attend Administrative Consistory and Consistory meetings and provide financial reports and updates.
11. Provide for periodic internal and external audits of financial control systems and records.
12. Research, evaluate, and make recommendations to the Executive Director for all financial commitments and non-staff contracts at the church and The Point.
13. Coordinate building and site improvement studies and update the Master Plan document as needed.
14. Other tasks as requested.

#### **The Point Community Center**

1. Provide oversight of all financial functions associated with The Point Community Center.
2. Insure receipt of all applicable usage fees.
3. Supervise the management of cash flow and receipts

#### **Information Technology**

1. Oversee and maintain telephone, computer, management information systems and other office equipment.
2. Periodically review and evaluate appropriateness, reliability, and effectiveness of telephone, computer and management information systems and other office equipment to ensure effective communication with members and among staff. Work with service providers and staff to assess best value and best practice in system deployment, maintenance, and upgrades.

#### **Legacy Planning**

1. Recruit and chair a Global Endowment Fund Committee. Hold regular meetings, raise awareness of the committee's function, and publicize the purposes of the Endowment fund to the congregation. Provide promotional opportunities for existing members to learn about and be encouraged to contribute to the Global Endowment fund.
2. Develop and communicate a plan for legacy gifts.
3. Provide and promote Financial Peace University or similar program at least once each calendar year for people associated with Centerpoint Church.

#### **Personal and Professional Growth in Leadership and Discipleship:**

1. Maintain a vital and growing personal walk with the Lord through committed Bible study, prayer, and meditation.
2. Seek and develop a relationship with a personal mentor/accountability partner.
3. Develop personal evangelism opportunities within and outside of the church.
4. Fully engage in staff conferences, retreats, discipleship initiatives, and church-wide events at the request of the Leadership Team. Participate in 3dm discipleship training (huddle) and reproduce the model with team leaders.
5. Pursue self-initiated professional growth through reading relevant materials and researching and attempting new strategies for reaching primary objectives in ministry.

6. Financially support the works of ministry of Centerpoint Church.
7. Maintain proper priorities in your personal life, setting appropriate boundaries as necessary.

**Other Responsibilities:**

1. Attend weekly worship services and attend staff prayer meetings.
2. Abide by the Centerpoint Staff Covenant and Employee Policy Manual.
3. Demonstrate a willingness to submit to others out of reverence to Christ as stated in Ephesians 5:21.
4. Demonstrate a commitment to handling conflict biblically, following principles in Matthew 18.
5. Regularly communicate with staff, volunteers, and the congregation in written form.
6. Punctually attend all staff meetings, scheduled supervisory meetings, and staff building events.
7. Respond in a timely manner (within 24 hours) to ministry related electronic, telephone, or personal contact.
8. Give full support to the General Operating Budget of Centerpoint Church and avoid soliciting or expending funds not previously authorized.

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Signed  
*Approved by the Executive Team,* \_\_\_\_\_  
5.5.18

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Date