

Position Title: Director of Finance & Support Services

Ministry: Hope Lutheran Church

Reports To: Senior Pastor

Employment Type: Full Time / Exempt

Position Summary

The Director of Finance & Support Services has the primary responsibility to manage the day to day and strategic activities of Hope's organizational and financial business. This individual is also responsible, under the direction of the Senior Pastor, for guiding direct reports as they seek to translate the vision of Hope Seattle to their daily activities. Primary job duties include but are not limited to the following:

- Manage and oversee all financial reporting (accounting, payables, and receivables) including the provision of accounting guidance and setting of accounting policies and processes to ensure alignment to Generally Accepted Accounting Principles (GAAP) and Hope Policy governance. Lead the creation and implementation of the annual budget process with the Executive Leadership Team (ELT) and Board of Directors.
- Develop / Maintain / Administer job descriptions, organizational policies and procedures, employee handbook, payroll process / processing (rates, contracts, benefits, etc.) with the ELT and Board of Directors as applicable. Oversee employee benefit packages and make recommendations to the Board of Directors. Ensure compliance with all applicable local, state, and federal laws.
- Manage and direct the work of the Facilities Manager and review / approve bids and make recommendations to Board of Directors for office / building equipment and repairs in accordance with policy. Review, approve, and manage all contracts.
- Work with the Senior Pastor and Board of Directors to make sure ministry priorities are funded.
- Support administration of the mission and varied functions of the church by leading volunteers and paid staff members.

Qualifications / Requirements

- Minimum of a Bachelor's Degree and 5 years of experience in management of personnel and finance / accounting; Master's Degree in Business Administration and / or CPA preferred.
- Possesses and expresses a mature faith in Jesus as their Lord and Savior and is a member of Hope Lutheran Church or is an active member of another Bible based church.
- Executive presence with outstanding presentation skills and the ability to accomplish tasks in an effective and efficient manner.
- Strong project management skills and track record of driving successful implementation teams.
- Excellent communication skills, both verbal and written.
- Ability to effectively work in a team environment.
- Competency in the MS Office Suite of programs, accounting and payroll programs, and presentation software. Posses an aptitude for learning new / other software.