

Bethany Bible Church
Director of Operations

GENERAL DESCRIPTION:

Working in partnership with and under the direction of the Senior Pastor, the Director of Operations serves Bethany Bible Church (BBC) providing leadership to the areas of finance, human resources, facilities, and other business endeavors undertaken by the Church. They should develop vision and infrastructure for this area that is in keeping with the Churches ministry strategies, values, and philosophy.

AREAS OF RESPONSIBILITY:

Finance oversight is 65% of the position responsibilities. This position will evolve over the next 12-18 months from a daily hands-on finance position to an oversight position with additional staff.

- **Financial Transactions and Reporting.** Process financial transactions, maintain records, issue year-end tax documents, and provide reports of them as assigned. This includes accounts payable, accounts receivable, financial statements and the general ledger.
- **Personnel and Payroll.** Enter personnel and payroll information into the various computerized systems used by the church (i.e., payroll processing company). The position will also assist new employees in completing all required federal, state and church employment forms.
- **Contribution Oversight.** Oversee the process of counting contributions, preparing bank deposits and posting contributions to the proper accounts. Counting activities are carried out by a team of volunteers and posting of contributions is performed by other staff members.
- **Annual Budget.** Lead in the research, development, presentation, and oversight of the overall annual budget
- **Board Review.** Provide oversight to BBC's ongoing revenue and expenses. Serve as a resource to the Finance Committee and Elder Board to provide reports, trends, or other data as needed

Human Resources:

- Provide oversight to the development of processes including but not limited to an employee manual, operations manual, insurances, benefit packages, on-ramping and exiting staff, etc.

Facilities:

- Oversight/interface to BBC's maintenance, cleaning, repair, improvements, and expansions to all facilities, properties, and assets.
- Work with contractors, consultants, architects, subcontractors, and other vendors in all construction projects.

QUALIFICATIONS

The Director of Operations has exemplary Christian character including a vibrant, personal relationship with Jesus Christ and a proven record of integrity in their personal and family life, interpersonal relationships, and local church life.

The Operations Director is qualified with formal education, professional experience, and essential competencies to enable them to successfully lead teams, build the organization, and to lead within a local church.

A. Education/Experience

- a. 5+ years experience in Finance and Operations Leadership
- b. 5+ years working in a large church setting (preferred)
- c. It is required that applicants have a clear understanding of Church culture and have the ability to articulate the differences and similarities between the "Church World" and the "Business World"
- d. Expert level in Excel, developing spreadsheets, financial systems for contributions, payables, and financial reporting

* Depending upon personal qualifications, this position may be classified as a pastoral position. This is not necessary to the position, but optional.

B. Important skills/personal traits

- a. Excellent written, oral and interpersonal communication skills
- b. Excellent attention to detail, ensuring there are no loose ends on projects.
- c. Maintains a high degree of accuracy while keeping an eye toward deadlines.
- d. Cooperative team member who respects organizational policies and procedures.
- e. Excellent people leader.

ORGANIZATIONAL RELATIONSHIPS

The Director of Operations shall carries out their duties and responsibilities within the bounds of the BBC Bylaws, policies, and under authority of and ultimate accountability to the Board of Elders. He serves under the leadership and supervision of the Senior Pastor. Unless otherwise specified, he is the supervisor directly or by delegation of all Pastors, Ministry Directors, and those working within those departments.