

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Job Title: Financial Services Director

Department: Financial/ Operations Group

Hired By: Chad Hamm, Director of Operations

Reports To: Director of Operations

Campus: Loop

Status: Full Time Exempt

Employment Category: IIIA

Summary of Position: The Financial Services Director oversees the Church's Financial Services office. This involves oversight of all Church financial inflows and outflows and maintaining the bookkeeping and financial statements of the Church. The Financials Services Director consults with departments of the church as services are needed and functions as a member of the Church's Operations Group.

Purpose: To provide accurate and reliable financial information to the ministry leaders and various other groups so that informed decisions can be made. To help protect and steward the financial resources of the Church.

Duties and Responsibilities:

- To oversee the Financial Services office. This currently consists of an Accounting Manager who oversees Missions financial activity as well as provides support to the Financial Services Director, an Associate responsible for receipts and reconciliations, an Associate responsible for payables, new vendors, credit card management, and various Journal postings, and a Senior Associate who functions as the Financial Services technical lead helping oversee basic bookkeeping functions.
- To review and maintain document policies and procedures related to the handling and recording of funds to ensure that the church is compliant with all laws. Ensures all checks and balances for financial accountability are followed.
- Serve as primary contact and responsible for the Church's annual financial statement audit, including selection of auditor.
- Primary contact on banking relationships. Oversees and approves the bank statement reconciliation on a monthly basis.
- Prepares monthly packet with assistance of the financial services team. Presents the financials to the Finance Committee.

- Initiates and oversees the annual zero-based budgeting process. This requires departmental scheduling at all campuses, individual department meetings and budget reviews in Martus software.
- Responsible for estate gifts and continuing education of the congregation regarding estate gifts.
- Liaison with First Baptist Academy (a wholly controlled subsidiary of the Church) on financials and coordinates with the FBA Director of Finance and Operations on the consolidated audit of Church and school financials.
- Responsible for overseeing Church's cash management and investments and works in coordination with the Director of Operations and Finance Committee in reviewing and making changes to allocations.
- Final review and approval on all non-payroll and non-benefits related disbursements (check requests, corporate credit cards, and wire transfers)
- To advise and coordinate with other departments and ministries as questions and issues come up related to financials.

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.

Skills Requirements: Select all that apply

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Language skills | <input checked="" type="checkbox"/> Math skills | <input checked="" type="checkbox"/> Reasoning ability |
| Computer skills: | <input checked="" type="checkbox"/> Windows <input type="checkbox"/> Mac | <input checked="" type="checkbox"/> MS Office <input checked="" type="checkbox"/> MS Outlook |
| | <input checked="" type="checkbox"/> Other: Microsoft Excel | <input checked="" type="checkbox"/> Other: Sage Intacct (a Plus) |
| <input checked="" type="checkbox"/> Administration | <input checked="" type="checkbox"/> Service to others | <input checked="" type="checkbox"/> Teacher/Leader |
| <input checked="" type="checkbox"/> Good Communication skills | <input checked="" type="checkbox"/> Team builder | <input checked="" type="checkbox"/> Self-disciplined |
| <input checked="" type="checkbox"/> Servant leader | <input checked="" type="checkbox"/> Decision maker | <input checked="" type="checkbox"/> Strong work ethic |
| <input checked="" type="checkbox"/> Empathy for ministry partners | <input checked="" type="checkbox"/> Attention to detail | |
| <input type="checkbox"/> Other: Click here to enter text. | | |

Education and/or Experience: Select all that apply

- ☒ College graduate preferred ☐ Administrative Experience ☒ Personnel Management
- ☐ Church Staff experience preferred ☒ Other: Certified Public Accountant with 7 years or more experience. Non-CPA candidates will be considered based on strong work history in accounting and non-profit accounting experience.

Organizational Relationships: Reports to Director of Operations

Working Conditions: Select all that apply

- ☒ 40-hour work week ☒ Additional hours as needed ☒ Occasional off campus activities
- ☒ Continuing Education ☐ Specialized training ☒ Occasional travel (conferences)
- ☐ Other: Click here to enter text.

Prepared By: Chad Hamm

Title: Director of Operations

Date Prepared or Revised: December 14, 2023

Signature of preparer: _____

I have read and received a copy of my job description. I understand this document overrides anything I have understood in the past. I further understand that I am expected to work according to this job description. If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

Employee Signature

Date

Print Name