

Bethany Lutheran Church Position Description

Director of Finance and Administration

Summary:

This 40-hour per week position is accountable for ensuring the smooth, effective and professional performance of the financial and facilities operations for Bethany Lutheran Church. This position is eligible to participate in Bethany's health insurance plan and 401k match. The work schedule is flexible based on the needs of the Lead Pastor and the pastoral staff.

1) Scope and Responsibility:

- Manages and supervises the administrative and operational functions of Bethany;
- Prepares annual budget;
- Oversees and manages financial trends and budget issues throughout the year; reports to the Pastoral Team and Executive Council on any significant fiscal issues;
- Oversees and coordinates all grant applications;
- Supervises the fiscal positions – Accountant and Gifts Processor;
- Supervises the facility positions, develops master contract for building maintenance/use purposes; oversee contractual negotiations as needed;
- Provides team leadership and evaluates work performance of supervised staff;
- Ensures efficient scheduling/reservation process for use of the building;
- Develop and implement policies and procedures for all relevant fiscal and administrative activities, including purchasing procedures, human resources procedures, and staff benefits (health, dental, vision, life, retirement plan);
- Maintains and secures human resources files, including appropriate inclusion of all incidents documented by staff supervisors;
- Develop and implement employee handbook; annually review and update employee handbook;
- Serves as chair of the Finance Team, the Audit Team, and the Risk Management Team;
- Participates in various congregational committees and task forces, as assigned, including the Facilities, Stewardship Ministry, and Personnel Teams;
- Facilitates questions and discussion from the Bethany members regarding Bethany's business and financial issues, at least once annually, at town halls and/or the annual meeting;
- Assist in development of visions and plans for the future of Bethany.

2) Reporting and Accountability:

The *Director of Finance and Administration* reports to and is accountable to the Lead Pastor who in turn reports to the Executive Council.

3) Collaboration and Authority:

The *Director of Finance and Administration* is expected to have significant contact and collaborations with the Pastoral Team and office staff and to extensively collaborate with the Executive Council.

The *Director of Finance and Administration* has the authority to sign/co-sign checks and to sign contracts in accordance with Bethany's policies and procedures.

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4) Qualifications:

- Bachelors degree in finance, business, accounting, or related field
- Obtain certification as a Certified Church Administrator through the National Association of Church Business Administrators (NACBA) within 18 months of date of hire
- Demonstrates ability to prepare annual budget and to provide regular financial reports
- Demonstrates competence in team leadership, problem solving, planning, priority setting and crisis management
- Computer skills including Microsoft Office products and Internet based programs
- Demonstrates an affinity for church organizations
- Exhibits superior communication skills, written, oral and technological
- Possess qualities of initiative and follow through
- Lutheran affiliation desired

5) The employment of the person in this position is in concert with rights and responsibilities, and policies and procedures outlined in the Employee Handbook of Bethany Lutheran Church, Cherry Hills Village, CO.

Salary Range: \$74,000-\$79,000

Bethany Lutheran Church
4500 E Hampden Ave
Cherry Hills Village CO 80113
303-758-2820

Pastor Gary Sandberg
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Position Description Updated 3/18/2022