



Staff Role Description

Director of Finance & Administration

Role Overview

The Director of Finance & Administration is an essential staff position that will provide leadership and direction for all Finance, Human Resources, Information Technology and Information Management ministries for The Chapel in a manner that honors, embraces and embodies our culture, priorities and leadership. This is a 40+ hours per week, exempt-level position.

Spiritual Requirements

- Have a deep personal commitment to the person of Jesus
- Understand and embrace the Biblical theology of the kingdom of God
- Be experiencing the Holy Spirit at work in their life in tangible and life-changing ways
- Be learning to share in the life and ministry of Jesus as seen in the gospel accounts
- Be able to serve as a visible example to our church of what it looks like to live for God

Role Requirements

- Provide spiritual and professional leadership and direction for the Finance, HR, IT and IM ministries and staff teams at The Chapel.
- Oversee all activities of the Finance Ministry by providing leadership, development and evaluation as well as accurate and timely dissemination of financial management reports, financial statements, financial audits, budgets, payroll, fiscal performance, donor giving, etc.
- Provide strategic financial leadership and support on potential church adoptions, retirement plans, fiscal and risk management perspectives, investments, banking relationships and responsibilities including debt management and church-wide and campus giving targets and capital campaigns.
- Manage The Chapel's relationships with its employee benefits, property and casualty, workers compensation and liability insurance providers and oversee annual renewals.
- Oversee all Human Resources activities and staff by providing leadership, development and evaluation of staff development, performance management and discipline, compensation, benefits, staffing, internship program, terminations, contract staff, job descriptions and staff policies and procedures.
- Oversee all Information Technology and Information Management activities and staff by providing leadership, development and evaluation for systems administration, network administration, programming, hardware and software, helpdesk support, telecommunications and database administration.

This staff role description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.