

**Operations & Accounting Director**

**Reports To:** Executive Pastor

**Supervises:** Operations & Accounting Team

**Coordinates With:** Executive Pastor, Finance Committee, Chapel Ministries andStaff Admins  
**Position Status:** Full-Time

**Summary of Position:** The O/A Director will oversee the operational and financial needs of The Chapel and its employees, resulting in an aligned staff and ministry that is accountable for results and free from organizational distractions.

**Job Specifics:**

* **Operations/Human Resources**
* Oversee the Operations/Accounting Staff assuring quality and confidentiality
* Help develop and maintain employee policies and procedures that support the staff
* Coordinate the onboarding of new staff and all related documentation
* Maintain all employee benefits while assisting the staff to understand those benefits
* Manage Paylocity – The Chapel’s online payroll, vacation and personal time platform
* Assist the Executive Pastor in the annual performance reviews for staff
* Maintain and secure general Chapel files such as policies, employee data, etc.
* Manage Chapel business insurance policies
* Manage the effective use of church database system
* Be the liaison between staff and IT vendor for IT needs and asset management
* Ensure compliance with federal, state and local labor laws
* **Accounting:**
* Receive, record and report all weekend donations from Chapel’s locations and venues
* Receive, record and report all missionary and missions related donations that support ministry partners and those going on global trips
* Manage Restricted Fund Accounts assuring proper authorization and use of funds
* Communicate monthly to the staff their actual spending vs ministry budgets
* Oversee vendor accounts used by the church to assuring cost effectiveness/payments
* Manage bank/credit card accounts, and oversee cash management
* Process and deliver quarterly finance reports to Board of Elders and Finance Committee and annual giving statements to Chapel donors
* Oversee the processing and delivery of payroll
* Work with the Executive Pastor in the preparation of the Chapel’s yearly budget
* **Qualifications:**
* Proficient in use of computer software, included but not limited to: Quickbooks, Microsoft Office Suite, To be trained in Paylocity, Planning Center, Manage Missions
* Strong organizational ability
* Adequate level of education and experience; Accounting degree strongly recommended
* Good writing/communication skills for correspondence with vendors, employees, donors and missionaries
* Able to handle sensitive matters with confidentiality and Christian ethics
* Personal Skills Recommended: Detail-oriented, Self-Starter, Trustworthy, Able to focus and remove distractions, Flexible, Patient, Team-Member/Player

**Review:**

* Participate in annual job performance reviews and evaluations.

*This description is intended to describe the general content and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.*