



## Finance Director – Job Description

**Schedule:** Monday to Friday

**Position:** Full-time, Exempt (45–55 hours per week; additional hours may occasionally be required)

**Reports to:** Executive Director

**Location:** Onsite at Church of the Saviour – Wayne, PA (this position is not remote or hybrid)

**Compensation:** \$50,000–\$75,000, commensurate with experience

- **Retirement:** Participation in a 403(b) plan
- **Insurance:** Comprehensive health, vision, dental, and life coverage
- **Paid Time Off:** 3 weeks of vacation, 10 holidays, 8 sick days, and up to 3 personal days per year

### About Church of the Saviour

[Church of the Saviour](#) is a Christ-centered, nondenominational church that helps people connect deeply with God, build meaningful relationships, and live out the hope of Jesus in everyday life. Located in the Philadelphia suburb of Wayne, PA, COS is home to about 1,100 people united around one mission: **to glorify God by making disciples of Jesus Christ in Wayne and beyond.**

We take the Great Commission and the Great Commandment seriously, actively supporting both local outreach and global missions. Having been transformed by His grace, we long to see lives changed and communities renewed by the power of the gospel.

The **Finance Director** oversees the day-to-day accounting and financial operations of the church, including accounts payable/receivable, banking, general ledger, budgeting, reporting, payroll/benefits coordination, asset management, and overall fiscal stewardship.

The Finance Director will report directly to the Executive Director of Operations. This position is full-time, exempt, requires 45 to 55 hours per week, and will include but is not limited to the following essential job functions:

### Primary Responsibilities

- **Auditing**
  - Direct financial audits and provide recommendations for procedural improvements.
  - Interact with internal and external auditors in completing audits.
  - Attend Committee meetings providing updates of financial position and other findings through the audit process.
  - Develop and implement finance, accounting, billing, and auditing procedures.
- **Budgeting**
  - Assist in the budget preparation process annually.
  - Provide control and administration of the budget throughout the year.
  - Monitor and analyze revenue and expenditure trends and recommend appropriate budget levels to ensure expenditure control.
  - In cooperation with the Executive Director and Senior Pastor, develop and maintain a long-term financial plan for capital assets to include maintenance, repair, and replacement.

- **Financial Analysis and Reporting**

- Provide financial support to other managers through financial information analyses, reports, and recommendations.
- Maintain and provide analysis/trend reports of historical financial data and church attendance.
- Coordinate the preparation of financial statements, financial reports, special analyses, and informational reports.
- Attend Investment Committee meeting to report on investments for review.
- Recommend benchmarks for measuring the financial and operating performance of departments and the church.

- **Control**

- Ensure accounting procedures conform to Generally Accepted Auditing Standards (GAAS).
- Regularly monitor and review accounting and related system reports for accuracy and completeness.
- Establish and maintain appropriate internal control safeguards.

- **Process Improvement**

- Plan and develop systems and procedures to improve the operating quality and efficiency of the accounting department.
- Analyze and document operating processes and procedures.

- **Management**

- Maintain an organizational structure to effectively accomplish the accounting department's goals and objectives.
- Recruit if needed and train volunteers on policies and procedures.
- Supervise those performing accounting duties in accordance with church policies and procedures.
- Assist staff to resolve complex or non-routine problems.

- **Payroll**

- Oversee the process and approval for payroll for all employees.
- Implement and ensure accurate payroll changes.
- Post entries into accounting system.
- Calculate and transmit 403(b) contributions.
- Prepare payroll reports for analysis of budget.

- **Other Responsibilities**

- Heads Sunday's offering count.
  - Input checks and cash into contribution accounting system with accuracy.
  - Take deposits to bank.
- Prepare benefit related invoices or accounting postings.
- Post entries into accounting system.
- Manage changes and issues with brokers.
- Administer employee attendance tracking system.
- Works with Sr. Pastor, XP, XD, and Business Manager on human resource related issues.
- Coordinates with elders on financial related items.
- Places Investment trades at Vanguard for cash flow and to recalculate asset allocations defined by Investment Committee
- Processes Sales Tax remittance, 1099 mailings to contractor and upload them to IRS system, remit uncashed checks (3 years old) to state treasury.
- Administrator of all church credit cards and online reconciliations.

## Core Competencies and Values

- A heart for God that is evidenced by proven character and a spiritual mindedness that understands that “apart from Christ we can do nothing.”
- A person of integrity, authenticity, transparency marked by humility, and a servant’s heart.
- A Spirit-led believer, growing in personal sanctification, and motivated to increase in fruitfulness.
- A positive attitude and professional demeanor.
- Well-developed interpersonal skills and emotional intelligence.
- Strong communication and writing skills.
- A compassionate person who seeks to empathize and understand the hearts of others.
- A servant whose love for the gospel and heart for the lost is evident to others.
- Able to model, motivate, lead, and train others in Christian maturity.
- Collaborates well in groups by valuing people, affirming diverse gifts, and compromising appropriately.
- Collaborates well with individuals by giving and receiving feedback constructively and resolving conflict effectively.
- Demonstrates commitment to the Church of the Saviour vision, mission, discipleship process, values, and team culture.
- Demonstrates humility in words and actions.
- Detail-oriented with strong organizational skills.
- Ability to multitask on several projects.
- Ability to maintain a high degree of confidentiality.
- Ability to perceive and prioritize ministry needs and provide prompt service.
- A self-starter seeking ways for continuous improvement.
- Demonstrates passion for going above and beyond expectations.
- Displays flexibility and adaptability; able to pivot quickly and flourish in an ever-changing environment.

## Qualifications

- A personal and growing relationship with the Lord Jesus Christ.
- 5–10 years of experience in a church of 500–1,000 attendees, or comparable leadership experience.
- Bachelor’s degree required.
- Five or more years of non-profit/church accounting experience preferred.
- CPA or CMA designation preferred.
- Willingness to work a flexible schedule to support the needs of ministry events.
- Ability to be called upon when needs arise.
- Humble, hungry, and smart (EQ).
- Strong interpersonal and communication skills, both written and verbal.
- If married, demonstrates a strong, healthy family life.
- Proven experience leading and developing staff and volunteers.
- Working knowledge of communications and human resources.
- Demonstrated success in financial development.
- Proficiency with **Microsoft Office 365**.
- Experience in multicultural settings preferred.
- Full alignment with the vision, mission, values, [Statement of Faith](#), and Church of the Saviour’s practice of complementarianism as well as both paedo- and credo-baptism.
- Willingness to become an active member of Church of the Saviour through participation in worship, community groups, service, and faithful tithing.

If you’re interested, please email your cover letter, resume, and personal testimony to [cos@coswayne.org](mailto:cos@coswayne.org).