



Director of Operations and Finance (full-time)

United Methodist Church of the Shepherd exists to connect people to the God who desperately loves all so that we can live as disciples in Christian community.

Director of Operations Position: We are seeking a wise, organized, and self-directed leader to oversee administrative, financial and operational functions of the church. This leader will oversee church finances, facilities staff, technology contracts, COS database, building use, and administer HR functions. This individual will report to the Lead Pastor.

Responsibilities include:

- Administrative Management: Supervise office volunteers, scheduling, record-keeping and church databases.
- Financial Oversight:
 - o Oversee accounts receivable, including volunteer counters, all donations, RMD, stock donations, EFTS, and appropriate record keeping.
 - o Oversee accounts payable, including vendor payments, payroll, 1099 contractors, staff credit cards. This person will be the primary contact with church accounting firm.
 - o Oversee budgeting process, review financial statements, and analyze trends.
 - o Work with the Lead Pastor to cultivate generosity and financial giving in the church.
- Facility Management: supervise custodian, scheduling church facilities, insurance, and repairs.
- Human Resources/Staffing: Maintain staffing files, evaluation process, supervision process, and work with the Lead Pastor in managing staff culture.

Qualifications:

- 5+ years' experience in business or organizational financial management.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills.
- Ability to work independently and collaboratively in a team environment.
- Strong computer skills.
- Prefer college degree.

Important Information:

- Faith in Christ and a commitment to the mission of the church are required
- This position requires a background check.
- Must have the physical ability to lift 35 lbs.
- Must be able to communicate in written and spoken English.
- No phone calls please. Applications should be made via email.

Job Type: Full-time, including health and retirement benefits. Salary based on experience.

Work Location: In person

How to Apply: Please submit a resume and cover letter outlining to staffing@coswired.org. Please no phone calls.