



Business Operations Director

Job Description

March 2024

POSITION TYPE: Full Time, Salaried (exempt)

REPORTS TO: Executive Pastor

OVERVIEW: This position is responsible for managing and maintaining the integrity of the business affairs of the church in the areas of finance and budgeting, human resources, insurance, office management, database management and risk management to support the ministry and mission of BACC.

GENERAL RESPONSIBILITIES: This position's responsibilities include, but are not limited to:

- **Director of Finance.** Lead accountant responsible for maintaining the church's accounting system including the general ledger, chart of accounts and sound internal controls in accordance with GAAP
- Develop, oversee and improve the annual budget preparation process
- Present monthly financial performance to the elder Finance Committee and the Executive Pastor.
- Prepare and distribute financial information in various formats for Elders, leadership team and auditors.
- Ensure excellence and efficiency in our business operations providing oversight and direction in the areas of insurance, legal/risk management, banking relationships, etc.
- Assist with Generosity and Fund Raising initiatives as requested.
- **Director of HR.** Oversee and manage Human Resource functions including recruitment, onboarding, performance management, compensation and benefits, employee relations, policy development and implementation, and compliance.
- Lead and supervise the employees of the finance, HR, database development and office support teams.
- Engage the Executive Pastor assisting in decisions and other executive level analysis for the finance, HR, IT, legal and other business areas for the church.

Specific duties:

- Lead the annual employee benefits renewal process.
- Initiate and lead the semi-annual performance review process for BACC.
- Manage the payroll process including timecard approvals, payroll deductions, fringe benefits, etc.
- Post biweekly payroll and monthly payroll bill into accounting system.
- Post all electronic and paper deposits into accounting system.
- Close out each month in accounting system, including bank reconciliation(s) and report generation.
- File or assist in filing all disability insurance claims and property insurance claims.
- Review and approve annual property and workman's compensation insurance policies.
- Initiate and update housing allowance income for all pastors.
- Respond to ad hoc benefit, policy and other employee questions.
- Facilitate the annual budget process, including adjustments to staff compensation.
- Manage the annual financial audit process.

Basic Qualifications:

- Has a clear testimony of faith in Christ and a vital growing relationship with Him.
- Spiritually mature, models the lifestyle of a passionate, maturing follower of Jesus.
- Enthusiastically embraces God's vision for Bay Area Community Church & our ministry.
- Reliable, hard worker who multitasks well.
- Self-starter who shows initiative and innovation skills.
- Team player who works well with various personalities and has consistent positive influence within the team.
- Teachable and approachable.
- Administratively gifted.
- Excellent critical thinking skills, strong ability to multi-task with attention to detail.
- Excellent written and oral communication skills.

REQUIRED EXPERIENCE & SKILLS:

- Bachelors degree in Business Administration, Accounting, or a related field preferred.
- 5+ years experience in fund and cash accounting.
- SHRM certification or willing to pursue SHRM training.
- 5+ years experience in supervising staff.
- Experience in financial and database programs (ex. ACS, CCB, etc.).
- Strong knowledge and experience of Excel.
- Good analytical skills.
- Forward thinking and creative to keep systems and processes current and effective.
- Familiar with insurance needs, banking, taxes, and governmental and legal requirements related to non-profit organizations.