

# Finance Director

## CONTEXT:

Cornerstone Christian Church exists for the sole purpose of connecting people to Jesus for transformed lives.

## ROLE:

The Finance and HR Director provides strategic and operational leadership in all areas of Finance and Human Resources in conjunction with the Pastor of Operations to support the mission, vision, values of Cornerstone Christian Church through effective budgeting, financial planning, and operational oversight. This position ensures compliance with employment law as well as compliance with relevant financial laws and regulations. This role requires a strong balance of financial and HR expertise, leadership, and the ability to maintain a collaborative and caring approach.

## PROFESSIONAL QUALIFICATIONS:

- Bachelor's degree in finance, accounting, business administration, or a related field.
- At least 5 years of experience in finance or accounting. Non-profit experience preferred.
- Proficient in QuickBooks and Excel.
- Ability to manage multiple tasks, prioritize effectively, and work independently.
- Knowledge of federal, state, and local tax and HR regulations.
- Ability to maintain confidentiality and demonstrate integrity in all dealings.

## SPIRITUAL QUALIFICATIONS:

- A relationship with Christ and a heart for ministry.
- A commitment to the mission, vision, and values of Cornerstone Christian Church.
- Demonstrate spiritual maturity, integrity, and servant leadership.

## RESPONSIBILITIES:

- **Financial Leadership:**
  - Lead all financial operations, including budgeting, forecasting, accounting, reporting, and auditing.
  - Develop, implement, and oversee the annual budget in collaboration with the Pastor of Operations.
  - Oversee contributions, accounts payable, accounts receivable, payroll, and general ledger.
  - Prepare monthly, quarterly, and annual financial report for Pastor of Operations.
  - Ensure compliance with financial regulations, including IRS, 501(c)(3), and state reporting requirements.
  - Provide financial guidance and support for ministry leaders.
- **Human Resources Leadership**
  - Direct all aspects of the employee lifecycle: hiring, onboarding, training, evaluations, and terminations.

FULL-TIME

STATUS

REPORTS TO

PASTOR OF OPERATIONS

WORKS CLOSELY WITH

PASTOR OF OPERATIONS,  
OPERATIONS ADMIN

WORKS

MONDAY-FRIDAY

9AM-5PM

DAYS OFF ARE

SATURDAY & SUNDAY

- Maintain and update the employee handbook, job descriptions, and HR policies to ensure compliance.
- Oversee payroll processing and benefits administration, including insurance and retirement plans.
- Ensure HR practices comply with federal, state, and local employment laws.
- Serve as resource for employee relations, conflict resolution, and team care.
- Promote a healthy, Christ-centered organizational culture.

  

- **Organizational Leadership:**
  - Collaborate with Pastor of Operations to align HR and finance strategies with Cornerstone's mission.
  - Manage external relationships with vendors.
  - Support strategic planning and sustainability through data-informed insights and best practices.

I have read the above job description and understand it completely. I have been given the opportunity to ask questions regarding what is listed. By signing, I accept the responsibilities listed and agree to be held accountable to fulfill them:

Date:

I have gone over the attached job description and have asked if there are any questions regarding the content within. By signing, I understand it is my responsibility to provide clarity & hold the above individual accountable for their work:

Date: