

# DIRECTOR OF OPERATIONS AND FINANCE

## JOB DESCRIPTION



LOOKOUT  
MOUNTAIN  
Presbyterian Church

### PRINCIPAL FUNCTIONS

1. Provide direction, accountability, and reporting for the financial and human resource functions of the church
2. Provide oversight and direction for the Facilities department, the Communications department, the IT department, and Office Management
3. Be available to assist with various duties and special projects assigned by the Senior Associate Pastor
4. Constantly look for ways to take administrative tasks off the pastors so they can focus on ministry
5. Approach all responsibilities with a blend of financial expertise and ministry mindset

### RESPONSIBILITIES

#### Finances

1. Responsible for LMPC financial systems, including payables, contributions, payroll, world, home, and mountain missions, Mother's Day Out ministry, bank account reconciliations, investments, capital projects, monthly financial statements, and fiscal year-end closing processes
2. Manage all banking relationships, including depository accounts and loans that the Finance Committee and Session have approved; execute loan documents as needed
3. Terminate and establish new banking relationships as appropriate with the approval of the Finance Committee
4. Lead the annual budget process in conjunction with the senior associate pastor, department heads, pastors, the Personnel Committee & Finance Committee to create and manage the annual budget and present it for approval to the Session
5. Work in conjunction with and serve on the Stewardship Committee
6. Ensure the timely completion of the annual audit and the preparation of the audited financial statements
7. Work in conjunction with Session and Diaconate committees to see that goals are met with various funds, including the Personnel Committee, the Finance Committee, and Mercy Fund Committee
8. Receive gifts of marketable and nonmarketable securities and liquidate such gifts as quickly as possible
9. Receive other noncash gifts, such as donations of land with the approval of the Finance Committee

#### Human Resources

Provide direction and oversight of the church's HR functions

1. Review and assist in the ongoing implementation of the employee benefits provided to the church staff
2. Provide oversight of the search process and hiring for all non-pastoral positions and prepare offer letters for all new staff members
3. Provide oversight and monitor compliance with the Personnel Manual and policies
4. Review at least annually the staff compensation structure with the goal of it being fair and market based
5. Prepare annual employee compensation summaries and provide oversight for the staff review process
6. Provide guidance for supervisors if their team members have performance issues and oversee the termination process to ensure it is a fair and legal process

12/27/2022

### Supervisory Responsibilities

1. Oversee the following direct reports: facilities manager, communications manager, and financial assistant
2. Provide direction and oversight of information technology resources and the IT consultant

### **OTHER**

1. Attend staff meetings and pastors' business meetings weekly; administrate and attend Personnel Committee & Finance Committee meetings periodically; Executive, Session, and Deacon meetings monthly as needed
2. Provide oversight and monitor compliance with the Operations Manual
3. Attend annual meeting and administrate LMPC, Inc.
4. Responsible for managing the Building Committee financials
5. Miscellaneous duties as directed by supervisor

### **FOUNDATIONAL PRINCIPLES**

1. Maintain a high level of integrity and confidentiality where sensitive information is known
2. Exhibit excellent interpersonal skills and professional demeanor
3. Work as a team with the pastors, staff members, officers, committees, and volunteers
4. Set a high standard of professionalism within this team environment, with the goals of glorifying God in all the office work and encouraging staff in their personal walks with Christ
5. Affirm the Westminster of Confession of Faith and Catechisms as containing the system of doctrine as taught in the Holy Scriptures

### **POSITION STRUCTURE**

Reports to the Senior Associate Pastor

Classification: Administrative

Full-time/exempt

### **CONTACT**

Please submit your resume and cover letter to Diane Reichmann at [diane@lmpc.org](mailto:diane@lmpc.org).