



## Position Description

### Job Title

Finance Director

### Reports To

Executive Director

### Purpose

The Finance Director is responsible for directing, managing, supervising, planning, and coordinating all activities and operations of the Business Office and HR of Blackhawk Ministries. This position is responsible for maintaining accounting principles, practices, and procedures to ensure accurate and timely financial statements and provide highly responsible and technical staff assistance to the Executive Director, Lead Pastor, and Lead Steward (Elder).

### Primary Responsibilities

- Maintain the organization's system of accounts and keep books and records on all organization transactions and assets.
- Develop analyses and interpretation of statistical and accounting information in order to appraise operating results in terms of performance against budget, and other matters bearing on the fiscal soundness and operating effectiveness of the organization.
- Work with the Executive Director, Lead Pastor, Lead Steward (Elder), Steward Team, and Elder Board to prepare the annual church budget. Assist the school finance director with preparation of the Blackhawk Christian School budget in conjunction with the overall budget.
- Institute and maintain control procedures (including departmental costing and related expense allocation) and analyze and report variances.
- Prepare and maintain cash forecasts in order to effectively manage the priority of organization accounts payable to vendors and service providers.
- Prepare monthly ministry account overviews for key ministries and their budget managers represented on the Senior Leadership Team so managers can effectively manage their budgets.
- Lead and organize Steward Team meetings with the Lead Steward (Elder) and participate in Elder Board meetings as requested by church leadership. Provide monthly statements for Elder Board.
- Proactively anticipate upcoming financial needs and prepare creative ways to address those needs.
- Oversee the preparation of the organization's payroll, withholding and reporting, and filing of related payroll tax returns and reports, including our 403-B retirement plan.
- Maintain relationships with our banks and lending institutions. Oversee all borrowing and repayment activity.
- Evaluate and recommend insurance coverage for protection against property losses and potential liabilities. Oversee the plan administration of the organization's self-funded health care plan.
- Ensure compliance with Federal and State tax rules and regulations in order to maintain our 501-C-3 tax exempt status.



## **Primary Responsibilities (continued...)**

- Oversee and supervise all Human Relations issues at Blackhawk Ministries as needed.
- Work with Organization's external auditors to facilitate the annual independent audit.
- Assist the BCS Finance Director with oversight of the facilities & grounds department to ensure buildings, grounds, and equipment are being maintained.
- Assist the Associate Pastor with oversight and management of The Vine / Benevolence needs as they present themselves from church congregation or outside requests coming in via telephone or walk in traffic.

**Finance Director will assume other responsibilities as directed by the Executive Director and/or Lead Pastor.**

## **Position Requirements**

- Embrace the doctrine, theology, and DNA of Blackhawk Ministries.
- Financial management and HR experience with experience in large church settings a strong plus.
- Bachelor's degree or higher in a related field is highly preferred.
- Demonstrated ability to plan, develop, coordinate, and manage excellence in financial integrity.
- Established ability to build strategic working relationships.
- Proven track record of getting projects and tasks completed on time and on budget while also working well with others in the process.
- Strong verbal/written communication and presentation skills. Excellent computer skills.
- Effective ability to create customized financial reports / strategic, creative plans to overcome financial hurdles to keep the organization moving forward with the flexibility that ministry requires.
- Ability to excel while working in a fast-moving, rapidly changing, dynamic environment of diverse scope and constituencies.