

### *Job Description*

# **DIRECTOR OF FINANCE**

SOJOURN COLLECTIVE

## **Mission Connection:**

The Director of Finance supports the mission of Sojourn Collective by providing useful and reliable financial data to our leaders and members of this church in order for them to make informed and wise decisions on how to faithfully use the financial resources God has given us. This is accomplished by diligently managing the finances of the church with wisdom and integrity.

## **Outcomes and Responsibilities:**

- Financial reporting is complete, accurate, and timely.
  - Oversee and monitor all financial activity for the organization.
  - Ensure financial activity is recorded and reviewed in a timely manner.
  - Ensure that Sojourn is in compliance with all external regulations and maintains a healthy control environment for our financial activity and records.
  - Create and maintain policies and procedures relating to financial controls and procedures within the organization.
  - Prepare annual financial statement in accordance with generally accepted accounting principles.
  - Maintain a complete, accurate, and organized filing system for all financial records.
  - Prepare annual financial statements in accordance with generally accepted accounting principles.
- The organization's financial systems are effective and efficient, compliant with external regulations, and support current activities and future growth.
  - Create and maintain policies and procedures relating to the finance function within the organization, including but not limited to, spending policy, investment policy, debt, disposals and acquisitions, donor management, and cash management.
  - Provide leadership on fund management and other financial plans for the organization, challenging assumptions and decision-making as appropriate and providing financial analysis and guidance on all activities, plans, targets, etc.

## DIRECTOR OF FINANCE JOB DESCRIPTION

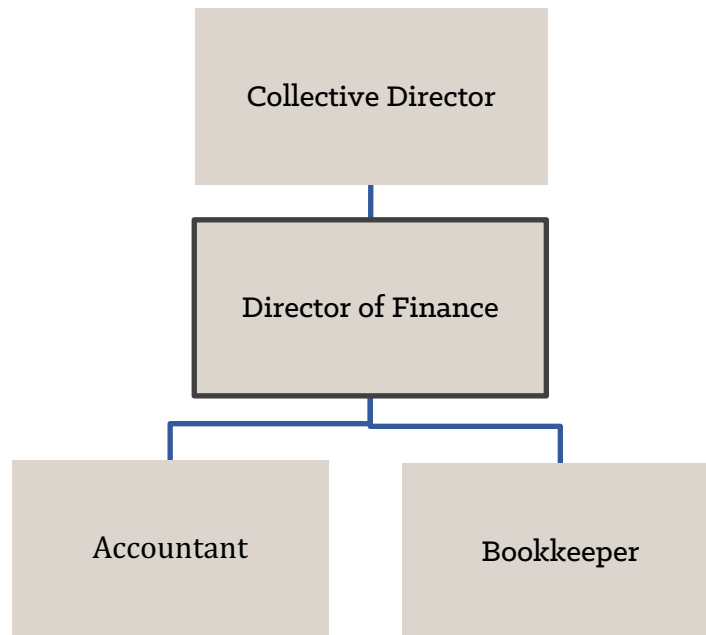
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- Administer cash management and investment strategies, such as days of cash on hand analysis and recommendations.
- Annual budget process is robust and carried out in an effective and efficient manner.
  - Lead budget process, timeline, and coordinate with each church to ensure they are given sufficient direction and support.
  - Ensure due process is followed according to bylaws.
  - Review budgets for reasonableness and appropriateness, and consolidate budgets for presentation to leaderships, members, etc.
  - Provide forecasting as needed, such as giving and cost of living increases (healthcare, compensation, etc.).
  - Key liaison, along with Collective Director, between the board and churches for budget development.
- The Finance Team adequately supports the Collective Director, enabling him to clearly and accurately communicate financial information to leaders of Sojourn and other outside parties.
  - Provide needed financial information to the Collective Director for Sojourn's Finance Committee meetings, and record discussions and actions taken during the meetings.
  - Support the Collective Director in the annual financial planning (budget) process.
  - All financial information is updated and accurate in NetSuite, and readily available upon request from Collective Director.
- Sojourn staff are appropriately informed and feel supported by the Finance Team.
  - Provide appropriate onboarding to each new employee regarding the policies and procedures of the Finance Team.
  - Maintain ongoing relationships with the associate pastors and other key leaders to ensure the Finance Team is providing clear and useful financial information.
  - Provide monthly reporting to appropriate leaders in a timely manner.
- Finance Team is well-trained in accounting knowledge and understands the functionality of accounting software sufficient to perform their duties.
  - Provide and/or recommend training materials for Finance Team.
  - Collaborate periodically with Finance Team to ensure proper understanding and implementation of tasks performed.
- Manage banking/broker relationships and other key financial vendors, as needed.

## Character and Competencies:

- Fulfill the character and qualifications of a deacon as outlined in scripture and the Sojourn Constitution.
- Commitment to collaborate with staff members, especially on the Sojourn Collective Support and the associate pastors.
- Courage to make clear and sometimes difficult decisions
- Excellent listening skills, attention to detail, and the ability to communicate effectively.
- Ability to manage the ambiguity of a growing, multi-site church
- Experience with standard accounting software (Sojourn uses NetSuite). Experience in Microsoft Office products and Google Docs.
- CPA license preferred

## Reporting and Supervising Roles:



### Expectations:

- Adhere to Sojourn Staff Covenant
- Support and fulfill the mission and goals of Sojourn and champion the ministry philosophy
- 40+ hours per week at the Sojourn Meridian Building (1303 South Shelby Street)

### Classifications:

- Category: Full-time
- Staff Level: Director/Supervisor
- FLSA: Exempt
- Pay: Salary

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Staff Member

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Date

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Director of Operations and HR

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Date

*This job description is not designed to cover or contain a comprehensive listing of responsibilities and tasks required for this role. Roles, outcomes, responsibilities and tasks may be assigned, changed or removed at any time*