

Part-time FINANCE AND OPERATIONS DIRECTOR

Our Redeemer's Lutheran Church, 3580 N Benton Ave, Helena, MT 59602

REPORTS TO	Lead Pastor
POSITION STATUS	Part-time
SCHEDULE/SALARY	20 hours per week/\$30,000 annually

Nature and Scope of the Position

The Finance and Operations Director is responsible for the financial administration and operational management of Our Redeemer's Lutheran Church. The position provides oversight of the congregation's financial systems, payroll and benefits administration, financial reporting, facility operations, and facility-related projects.

The Finance and Operations Director works closely with the Lead Pastor, church staff, Treasurer, Church Council, Executive Committee, Audit Committee, Perpetual Fund Committee, Preschool Director, and other church leaders to ensure that the congregation's financial resources and physical facilities are managed responsibly, transparently, and in support of the mission and ministries of Our Redeemer's.

This position will supervise one or more staff and in that capacity is responsible for establishing clear expectations, assigning and prioritizing work, providing guidance and support, monitoring performance, and fostering a collaborative and accountable work environment.

This position requires a high degree of confidentiality, sound judgment, attention to detail, and the ability to work independently while maintaining positive and effective working relationships with staff, congregation members, volunteers, vendors, contractors, and community partners.

Financial and Operational Authority

The Finance and Operations Director works under the supervision of the Lead Pastor and maintains regular communication with the Lead Pastor, Executive Committee, and Council regarding the financial and operational affairs of the congregation. The Director carries out routine financial and operational activities in accordance with approved budgets, established policies, and procedures.

The Director may research options, gather information, solicit and review bids and proposals, and make recommendations to the Lead Pastor, Executive Committee, and Council. Significant financial decisions, expenditures outside the approved budget, contracts, and other financial commitments shall not be made independently by the Director and require appropriate review and approval by the Lead Pastor, Executive Committee, and/or Church Council, as applicable.

The Director is expected to keep the Lead Pastor, Treasurer, and Council informed of significant financial, personnel, facility, contractual, or operational matters and to seek direction before committing the church to expenditures, contracts, or other obligations outside the authority specifically delegated to the position.

Essential Duties and Responsibilities

1. Financial Management

- Monitor church income, expenses, account balances, and cash flow.
- Pay weekly bills, record ACH payments, initiate any required transfers between entities and bank accounts, and reconcile bank accounts for the Church and Preschool.
- Review purchase orders and expenditures for compliance with established church policies and approved budgets.

- Coordinate preparation of the annual operating budget in collaboration with the Lead Pastor, Treasurer, Finance Committee, staff, and ministry leaders.
- Assist Preschool Director with monthly and annual budget.
- Prepare and coordinate monthly Church and Preschool financial reports for church leadership and the Church Council.
- Coordinate the development, implementation, and periodic review of financial procedures, policies, and internal controls.
- Serve as the primary staff liaison to the Treasurer, Executive Committee, Audit Committee, and Perpetual Fund Committee.
- Maintain appropriate financial controls and procedures for offering counters, deposits, and others involved in handling church funds.
- Monitor church business credit card accounts and ensure compliance with purchasing and documentation procedures.
- Prepare and submit required financial and tax forms and reports.
- Prepare financial statements and related information for the congregation's annual report and annual meeting.
- Oversee year-end financial processing, report production, record retention, and document archival.
- Maintain accurate and complete financial records in accordance with established accounting practices and church policies.
- Provide financial analysis and recommendations to the Lead Pastor, Treasurer, Executive Committee, and other church leadership as requested.

2. Payroll, Benefits, and Personnel Administration

- Oversee payroll processing and ensure accurate and timely payment of Church and Preschool employees.
- Prepare and submit required payroll tax reports and related documentation.
- Coordinate financial, payroll, benefit, and administrative documentation associated with new employees, departing employees, compensation changes, and other personnel changes.
- Coordinate employee benefit enrollment and changes and work with Portico Benefit Services and other benefit or insurance providers as necessary.
- Maintain the confidentiality and security of payroll, personnel, and financial information.

3. Facilities and Operations Management

- Coordinate the care, maintenance, repair, and operation of church buildings, grounds, equipment, and related physical assets.
- Develop and coordinate preventive and ongoing maintenance plans for church property.
- Identify facility maintenance and improvement needs and develop recommendations for consideration by the Lead Pastor, Executive Committee, and Council.
- Maintain an adequate inventory of building, maintenance, and operational supplies.
- Oversee facility and grounds safety and security and coordinate matters related to property and liability insurance.
- Solicit and review bids and proposals from contractors, vendors, consultants, and outside service providers.
- Evaluate bids and proposals and make recommendations to the Lead Pastor and Executive Committee.
- Coordinate approved vendor agreements and facility projects, including communication with consultants, contractors, vendors, and church leadership.
- Represent the church at meetings related to the planning, development, design, construction, and completion of approved projects involving the church's primary facility and grounds.
- Monitor project schedules, budgets, contracts, progress, and documentation and report project status to the Lead Pastor, Executive Committee, and Council.
- Coordinate contracts and other project documentation following approval by appropriate church leadership. The Director does not independently authorize contracts or significant financial commitments on behalf of the church.
- Keep the Lead Pastor and appropriate church leadership informed of significant maintenance issues, facility needs, project status, costs, and potential risks.
- Supervise the Custodian and coordinate custodial priorities, schedules, supplies, and facility needs.

4. Supervision

- Supervise one or more staff members, providing direction, support, and accountability for assigned responsibilities.
- Establish clear expectations, priorities, work assignments, and performance goals for supervised staff.
- Coordinate staff schedules, workloads, and priorities to ensure effective coverage and completion of essential responsibilities.
- Provide regular feedback, coaching, and performance evaluations and address performance or workplace concerns in accordance with church policies and procedures.
- Delegate responsibilities appropriately while maintaining accountability for the quality and timely completion of work.
- Support staff development, training, and professional growth as appropriate to their roles and the needs of the church.
- Foster a collaborative, respectful, and positive work environment and promote effective communication and teamwork among staff, volunteers, and church leadership.
- Coordinate with the Lead Pastor and appropriate church leadership regarding staffing needs, personnel matters, and significant performance or workplace issues.

Minimum Education and Experience

- Bachelor's degree or an equivalent combination of education and relevant professional experience. Degree in Accounting preferred.
- Experience in financial administration, accounting, bookkeeping, or business management.
- Experience supervising personnel and managing projects.
- Experience in office and administrative management.
- Experience with facility operations, construction, building maintenance, or management of facility-related projects.
- Demonstrated experience using spreadsheet, word-processing, payroll, and accounting software.
- Experience with, or ability to become proficient in, the church's primary software systems, including Shepherd's Staff, Adobe applications, Microsoft Word, Excel, Canva, and Outlook.

Knowledge, Skills, and Abilities

- Understanding of and sensitivity to working within a faith-based organization and supporting the mission and ministry of the congregation.
- Knowledge of generally accepted accounting principles and sound financial management practices.
- Strong organizational skills, with the ability to establish priorities, manage multiple responsibilities, meet deadlines, and remain flexible as needs change.
- Ability to work independently with limited supervision while maintaining appropriate communication and accountability.
- Demonstrated analytical and problem-solving skills.
- Ability to handle financial, personnel, and congregational information with discretion and confidentiality.
- Ability to work effectively with staff, volunteers, committees, church leadership, contractors, vendors, and congregation members.
- Strong attention to accuracy and detail.
- Positive, collaborative, team-oriented attitude.
- Ability to recognize matters requiring the attention, direction, or approval of the Lead Pastor, Executive Committee, Treasurer, Church Council, or appropriate committee.
- Demonstrated experience supervising, mentoring, or coordinating staff or volunteers, including the ability to delegate effectively and maintain accountability.
- Strong communication and interpersonal skills, with the ability to establish expectations, provide constructive feedback, address concerns, and foster teamwork.

- Experience with hiring, onboarding, scheduling, performance evaluations, or other personnel processes preferred.

Additional Expectations

The duties listed above are intended to describe the general nature and level of work performed by the Finance and Operations Director. They are not an exhaustive list of all responsibilities. Duties may be adjusted as the needs of the congregation change, in consultation with the Lead Pastor and consistent with the authority and policies of Our Redeemer's Lutheran Church.