

# Director of Operations – Full-time Job Description

## *Riverstone Church*

**Purpose of the Job** – The purpose of this position is to provide leadership and oversight to the business, financial and administrative areas of the church. This is a non-pastoral position, but the Director of Operations should approach responsibilities with a ministry mindset realizing that the operational life of the church facilitates and supports pastoral ministry.

### **Qualifications**

- Has a committed and growing relationship with Jesus Christ as Savior.
- Possesses highly effective interpersonal and communication skills.
- Is in agreement with the Statement of Faith of Riverstone Church.
- Has significant experience managing complex and changing organizational situations.
- Has demonstrated a commitment to teamwork with a strong relationship-building mindset.
- Has 5+ years of experience in a professional/administrative role.
- Possesses a strong knowledge of church financial accounting procedures and fund accounting.
- Possesses a strong knowledge of federal, state and local tax laws as they relate to church employees, clergy, charitable contributions and disbursements.
- Has demonstrated strong administrative skills including the ability to organize, plan, delegate, manage and execute tasks.
- Has a track record of successfully leading and supervising others.
- Possesses high integrity and can handle confidential information in an appropriate manner.
- Proven organizational and problem-solving skills.
- Ability to prioritize competing project deadlines.
- Must be familiar with business and financial computer systems, i.e., database, spread sheet, word processing and e-mail programs.

**Supervisor** – The Director of Operations is under the direct supervision of the Lead Pastor.

### **Major Areas of Responsibility**

#### *Administrative Oversight*

- Oversee the recruitment, selection, training, development, annual reviews and any necessary terminations of ministry support staff.
- Oversee the administrative staff work schedules for efficient coverage in the office.
- Cultivate a positive and Christ-centered ministry atmosphere in the church office.
- Lead regular administrative staff team meetings for the purpose of brainstorming, planning, delegating, scheduling, problem-solving and decision-making.
- Provide oversight of facility, vehicle and personnel insurance policies and communication.
- Manage and administer the church's policies & procedures in the day to day operations of the church.
- Implement the church's record retention, data protection, and information security procedures.
- Oversee the maintenance & efficiency of our computer hardware systems in cooperation with our outside Information Technology vendors.
- Recommend policy revisions to the Lead Pastor to keep policies up-to-date and to enhance the efficiency of the church.

#### *Financial and Budgeting Oversight*

- Oversee the recruitment, selection, training, development, annual reviews and any necessary terminations of financial support staff.
- Work with the Ministry Assistant of Finances, Church Treasurer and Financial Secretary to continually improve efficiency and accuracy of financial record-keeping and reporting.
- Serve as an active member on the Finance Team.
- Oversee payroll administration and communication with 3<sup>rd</sup> party payroll provider.

- Responsible for the preparation of all financial reporting and accounting including monthly reporting to ministry teams such as Finance and Care Teams.
- Provide additional financial summaries and functional allocations for the audited financial statements and review the draft of the auditor's financial statements.
- Oversee the church-wide budget development and approval process according to current policies and procedures.
- Maintain and update salary and benefits budget summary.
- Prepare monthly bank reconciliations for each appropriate bank.
- Monitor annual expenses compared to annual budget and report on areas of concern or opportunities to further the ministry.
- Oversee the communication and record keeping for our employee housing allowances.
- Serve as plan administrator for employee benefit programs – 403(b) & HAS, including annual elections.
- In preparation for the Annual Meeting submit the proposed budget and financial summaries for church-wide distribution.
- Prepare and present financial summary and proposed budget at the Annual Meeting.
- Oversee, along with the Finance Team, the church's compliance with federal, state & local tax laws.

#### *Facilities Oversight*

- Oversee the recruitment, selection, training, development, annual reviews and any necessary terminations of facilities support staff.
- Develop & maintain a weekly schedule for custodians throughout the year, including special events.
- Oversee facility contracts and contractor performance in such areas as HVAC, elevator, snow removal, video security, phones, grass cutting and fire alarm.
- With the security team, oversee the safety and emergency procedures of our facility and campus.
- Oversee the ongoing maintenance of the facility by delegating to the appropriate staff or outside contractors.
- Oversee any renovation projects that are not part of a major expansion project.
- Prepare & maintain budget for facility & grounds related categories.

#### *Miscellaneous Responsibilities*

- Maintain ongoing healthy communication with the Lead Pastor which strengthens the ministry of the church.
- Continually offer creative ideas to enhance the ministry and efficiency of Riverstone Church.
- Use your gifts and abilities in furthering ministry initiatives of the church which could include such endeavors as church planting, church revitalization, launching new ministries, etc.