



RIVERSIDE CHURCH

DIRECTOR OF FINANCE AND HR

Reports To: Executive Pastor

Job Summary: The Director of Finance and HR at Riverside Church is a key leadership role responsible for overseeing and managing the church's financial operations, human resources, facilities, and other special projects. With a heavy emphasis on finance, this role serves as the financial champion for Riverside Church, ensuring financial integrity, transparency, and stewardship. The Director of Finance and HR will lead the church in achieving its mission and vision through efficient and effective operational support.

Key Responsibilities:

1. Finance (50%):

- **Budget Management:** Develop and manage the church's annual budget. Monitor and report on financial performance against budget, and recommend adjustments as needed.
- **Financial Reporting:** Prepare and present regular financial reports to the church leadership and congregation. Ensure transparency and accuracy in all financial matters.
- **Accounts Management:** Oversee accounts payable and receivable, including timely processing of invoices, donations, and other financial transactions.
- **Audit and Compliance:** Coordinate annual audits and ensure compliance with all financial regulations and standards. Implement and maintain internal controls to safeguard the church's financial assets.
- **Financial Planning:** Provide long-term financial planning and forecasting. Advise church leadership on financial strategies and opportunities for growth.
- **Stewardship Strategies:** Identify areas of growth in financial giving and present these in lead team meetings for discussion and strategic response. Raise awareness about giving trends and suggest initiatives to encourage generosity among the congregation.
- **Donor Engagement:** Respond to donor inquiries and communications promptly and courteously. Support donor relations by providing information and assistance, without directly leading large donor engagement initiatives. Provide data to help set goals and expectations in generosity.

2. Human Resources (25%):

- **Onboarding:** Oversee the onboarding process for all new staff positions, ensuring a smooth and welcoming transition for new employees. Provide necessary training and resources for new hires to become acclimated and productive.
- **Review Process Oversight:** Oversee the employee review process for the entire church staff in collaboration with the other Supervisors, ensuring timely completion of performance evaluations and adherence to HR policies. Provide support in the performance management processes and foster a positive and collaborative work environment across all departments.
- **Policy Development:** Develop and maintain HR policies and procedures. Ensure compliance with employment laws and regulations.
- **Benefits Administration:** Oversee employee benefits programs, including health insurance, retirement plans, and other benefits. Conduct annual benefits reviews and make recommendations for changes. Manage and lead the employee benefits enrollment process, including organizing informational sessions for employees and their spouses to explain changes and details of the benefits plans.

3. Facilities (15%):

- **Maintenance and Upkeep:** Oversee the maintenance and upkeep of church facilities, including the sanctuary, offices, classrooms, and grounds. Ensure a safe, clean, and welcoming environment.
- **Vendor Management:** Manage relationships with vendors and contractors for facility-related services, such as cleaning, landscaping, and repairs.
- **Capital Projects:** Coordinate and manage capital projects, including renovations and new construction. Ensure projects are completed on time and within budget.

4. Other Projects (10%):

- **Special Initiatives:** Lead and support special initiatives and projects as assigned by the Executive Pastor. This may include technology upgrades, capital campaigns, and other operational improvements. The ideal candidate will be a strong tactical leader who can effectively implement strategic plans, complementing the strengths of the strategic thinkers and refining their ideas.
- **Event Coordination:** Assist with the planning and execution of major church events, ensuring operational support and logistical coordination.
- **Database Management:** Maintain and update the church's member database, ensuring accurate and current information for all church members and attendees. Ensure that donation records in the member database reconcile with the information in the accounting system.
- **Risk Management:** Oversee property and liability insurance programs, ensure comprehensive child protection policies in coordination with Kids and Student

Ministries, and manage building safety and security measures to protect church members, staff, and visitors.

Qualifications:

- **Education and Experience:** Bachelor's degree in finance, business administration, or a related field. A minimum of 5 years of experience in financial management, HR, and operations, preferably in a church or non-profit setting.
- **Financial Acumen:** Strong understanding of financial principles, budgeting, and accounting practices. Experience with financial software and systems.
- **HR Expertise:** Knowledge of human resources best practices, including recruitment, employee relations, and benefits administration.
- **Problem Solver:** Proven problem solver with a pragmatic approach: focuses on understanding issues and finding solutions. Demonstrates a persistent and action-oriented mindset: committed to following through on tasks and learning from mistakes while maintaining a long-term perspective on challenges.
- **Facilities Management:** Experience managing facilities and coordinating maintenance and capital projects.
- **Leadership and Communication:** Excellent leadership, organizational, and communication skills. Ability to work collaboratively with staff, volunteers, and church leadership.
- **Personal Qualities:** Strong commitment to the mission and values of Riverside Church. High level of integrity, discretion, and professionalism.

This job description outlines the essential duties and qualifications for the Director of Finance and HR at Riverside Church, emphasizing the critical role of financial management while also covering HR, facilities, and other operational responsibilities.