



Apostles Raleigh

Director of Finance

Job Title: Director of Finance

Position Status: Salaried (40 hours per week, with flexible scheduling)

Reports to: The Senior Pastor

***Church of the Apostles** is a community following Jesus and seeking renewal in Raleigh. We live out this vision through a "rhythm of life" centered on deep prayer, rich community, extravagant hospitality, and gospel partnership. Affiliated with the global Anglican church through the Diocese of the Carolinas and the Anglican Church in North America, we are committed to serving as a hub of spiritual, relational and cultural renewal, offering a foretaste of God's Kingdom, where all things will be made new.*

Position Description:

The Director of Finance oversees the financial reporting and management systems to ensure strong financial stewardship and operational efficiency. In consultation with the Treasurer and Finance Committee, and alongside the Director of Operations, this includes overseeing financial operations and providing leadership of the church's business office.

Core Responsibilities:

Accounting (Day-to-Day Financial Operations)

- Develop and maintain a chart of accounts to allow adequate financial planning and control
- Provide accurate monthly reporting of financial progress against budget for the Treasurer
- Assure all bills are paid in accordance with terms of sale, vendor invoices are tracked electronically, and vendor data is up-to-date
- Assure payroll is processed accurately, amounts withheld from employees are sent to proper authorities, and all tax forms are completed accurately and submitted on time (note: we use an outside vendor for this, so it is mainly an oversight responsibility)
- Administer church credit card, ensuring that all expenses are accurately documented
- Reconcile cash balances to monthly bank statements

Finance (Strategic Oversight and Budgeting)

- Secure and oversee annual independent review process
- Maintain multiple banking and brokerage relationships

- Manage cash flow to support operations while still allowing for returns on investment
- Support functional leaders in creating and managing departmental budgets
- Lead the preparation of the church's annual budget in collaboration with the Treasurer, Senior Pastor, and Director of Operations, ensuring alignment with strategic priorities before Finance Committee review and Leadership Council approval.

Stewardship and Compliance

- Assure all contributions (online, direct deposited and offerings) are processed, deposited and credited to contributors' accounts with accurate purpose codes
- Allocate portions of monthly non-designated contributions to Missions and Diocesan tithe
- Provide detailed listing of all tax-deductible contributions to contributors on an annual basis & answer any questions of contributors concerning his/her contributions
- Manage compliance with all applicable federal, state, and local regulations including, but not limited to, IRS contribution regulations, benefit and tax reporting
- Administer internal financial policies and internal controls including recommendations for best practices
- Assist Treasurer in preparation for and administration of any capital campaign

Human Resources (Administrative HR & Benefits Management)

- Oversee human resource processes including compensation and benefits, payroll, external reporting and compliance.
- Oversee benefit plans such as health insurance, dental insurance, and flexible spending accounts.
- Facilitate the administrative side of hiring, including compliance with employment laws, onboarding processes, benefit enrollment, annual review process and personnel records.
- Assist the Treasurer and Finance Committee in making recommendations for annual compensation and employee benefits.

Position Requirements:

- Demonstrated ability to work well with others on both small and large teams
- Demonstrated success in situations which require initiative and an entrepreneurial spirit
- A clear, personal, mature, articulate relationship with Jesus Christ expressed in a personal, corporate, vibrant, and infectious life of worship. *Note: Membership at Church of the Apostles is not a requirement for this position.*

- Excellent organizational skills, orientation to detail, written and verbal communication skills
- Demonstrate ability to use tact and discretion; ability to maintain confidentiality of information and other related matters required
- Technical acumen and ability to learn new systems and software. Proficiency with Google Drive, Microsoft office suite, and QuickBooks
- Strong time-management and multitasking abilities and self-starter skills
- Minimum 2 years of experience working in a similar role, preferably in a church and/or non-profit.

Education:

- Bachelor's Degree in finance/accounting or similar field or equivalent experience in related job activity

Application Process

To apply, please submit a resume and cover letter outlining your qualifications and interest in the Director of Finance position to jobs@apostles-raleigh.org.