

DIRECTOR OF FINANCE & GIVING

CPC Vision

At CPC we want to be a people and a church open to how the Gospel moves.

Overview

The Director of Finance & Giving will provide leadership to the functions of finance and giving at CPC. The person in this role will be successful by ensuring integrity of CPC's financial matters through proficiency in accounting, team leadership, effective process building and strong reporting; by ensuring CPC givers are supported, thanked, and communicated to consistently; by perpetuating a culture of transparency and openness around finances & giving at CPC.

Primary Responsibilities

- Organize and manage the day-to-day activities of the Finance & Giving team, including staff and volunteers, to ensure efficiency and integrity of the office's operation
- Provide leadership, decision making and sound judgement to oversee accounts payables, accounts receivables and contributions
- Responsible for CPC's annual external audit; serve as the main contact and provide all reporting and necessary data to the auditor, facilitate ongoing conversation through the audit process and the delivery of the final audit report
- Responsible for CPC's ongoing internal audit; serve as the main contact and provide all reporting and necessary data to the auditor, facilitate ongoing conversations through monthly and semi-annual meetings and continued development of internal controls
- Reporting & Budgeting
 - Lead the team in maintaining a general ledger of expense and revenue, liability, asset, and retained earnings accounts using accounting software
 - Manage and analyze the CPC budget on a monthly basis, receive and process department leader reports; provide support and direction to department budget owners as needed, train budget users in Martus software
 - Provide leadership, collaboration and decision making for the team in order to complete month-end and year-end close procedures
 - Produce monthly financial reports for the Resource Committee and Session
 - Responsible for creating, analyzing, and reporting on monthly and annual, financial forecasts for projected cash flow, giving revenue, and expenses. The results are analyzed with the Executive Director and Resource Committee to determine and recommend what actions steps are needed
 - Publish financial reports to the congregation, at minimum on an annual basis
 - Collaborate with the Executive Director on the annual budgeting process, with the goal of facilitating excellence in ministry
- Process all types of giving, produce and send out giving statements, engage with givers to help answer questions, educate them on giving processes, and connect them with other ministries or staff as needed

- Collaborate with the Executive Director and Creative & Communications Team to support CPC giving messages, thank you efforts, giver meetings, annual campaign initiatives, website changes and other giving strategies
- Manage SecureGive, the church's online giving platform, including gift processing, donor records, recurring giving, reporting, and system administration
- Participate in monthly Resource Committee meetings, sharing insight and participating in decision making around financial matters for the organization
- Manage and process payroll; collaborate with the Director of Human Resources & Operations on employee changes, transitions and compensation reporting
- Maintain banking relationships
- Financial oversight of the CPC Bookstore, including preparing and filing monthly tax returns, collaborate with the Bookstore Manager on the annual inventory process, monthly financial reporting, budgeting, and the maintenance and development of internal controls
- Serve as an authorized signer for corporation
- Provide leadership to the Finance & Giving staff by meeting regularly with each direct report, providing development, feedback and encouragement; facilitate performance development conversations and goal setting

Other Duties

- Meet regularly with the Executive Director for development, feedback and accountability and encouragement
- Attend CPC staff meetings and other staff events/retreats as determined by supervisor
- Participate in various CPC programs, including special weekend services, special services for holidays (Advent, Palm Sunday, etc.), and other leadership events

Minimum Requirements

- Actively pursuing a relationship with Jesus Christ
- Alignment with [CPC mission, values, and statement of faith](#) and [ECO Essential tenets](#)
- Ability to lead others and manage day-to-day work of others
- Thinks conceptually as well as in specifics, negotiate well
- Proactive communicator, collaborative spirit, and team player
- Strong organization, detail-orientation, and multi-tasking skills
- Ability to manage a project from start to completion
- Self-starter with a strong work ethic
- Experience and proven ability to handle confidential information professionally
- Computer skills sufficient to work with Excel spreadsheets, Word documents, general web access using vendor merchant applications
- Experience with Sage, Intacct
- A minimum of five years of accounting/finance experience, a degree in accounting, finance or related field.

**Preferred Requirements**

- Previous exposure to Planning Center Online (PCO), CPC's online database
- Experience in finance/accounting in a church or non-profit setting
- CPA (Certified Public Accountant)

Physical Requirements

- Ability to sit, walk, and/or stand for extended times
- Ability to occasionally lift, carry, and/or move 10-25 pounds
- Ability to perform tasks involving keyboard and computer monitor, requiring ability to grasp and utilize finger dexterity and visual acuity

Position Reporting: Director of Finance & Giving reports to the Executive Director.

Hours: This is a full-time (40 hours a week), year-round, exempt and salaried position. The work week for this position is Monday – Friday.

Travel: This position has potential travel for retreats and conferences

Benefits & Compensation: This position is eligible for Medical, Telemedicine, HSA, FSA, Dental, Vision, Life/AD&D, STD, LTD, voluntary Life AD&D, and 403(b) retirement plan with employer contributions. Annual salary range is \$70,000 – \$80,000, depending on a number of factors such as experience, skillset, education, and role requirements.

Application Details: To apply for the position, please contact us via email at employment@cpcedina.org. Provide a cover letter and include a current resume outlining your experience and relevant qualifications.

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested.