



Director of Finance & Stewardship Job Description

PURPOSE: Director of Finance and Stewardship serves as the Chief Accounting Officer, responsible for day-to-day management of accounting, giving, and oversight to the budget process, accounting procedures and purchasing activities. The Director of Director of Finance and Stewardship will also promote and emphasize good stewardship through planning and implementing yearly stewardship campaigns and ongoing stewardship education.

QUALIFICATIONS:

- Must evidence a personal relationship with Jesus Christ and demonstrate consistent progress toward spiritual growth.
- Must be a member of good standing and regular tither of Cornerstone Church.
- Must possess strong people skills and the ability to work with all age groups.
- Must possess the ability to organize and manage complex activities in a timely fashion with attention to detail and accuracy.
- Must have the ability to work effectively with others in a team environment.
- Must be willing to submit to the authority of the Senior Pastor and Church Administrator.

PRINCIPAL ACCOUNTABILITIES:

- Oversee the church's financial assets.
- Oversee the count, deposit, record of all offering receipts.
- Ensure that individual contribution records of members and non-member contributions are kept and recorded.
- Oversee the reconciliation of bank statements.
- Provide monthly budget summary reports and variances
- Facilitate payroll process and ensure timely, accurate payments to employees.
- Facilitate the annual budgeting process with ministry department leads and make budget recommendations to Senior Pastor, Executive Pastor/Church Administrator
- Submit year-end tax documents to employees, contractors, and distributes member contribution statements.
- Oversee the mailing of quarterly and annual statements of giving.
- Maintain safety of all securities.
- Takes responsibility for reconciliation process, audits, and resolution of reporting issues.

- Promote and offer teaching on sound stewardship practice by church staff.
- Facilitate annual “tithing challenges” and other similar methods employed by the church to help people learn about and practice generosity and biblical stewardship in their lives as Christ followers.
- Identify and champion periodic classes and other types of training for congregants, helping to keep the importance of good family financial management and generosity in the minds of people and to help them to develop and employ effective financial management tools and techniques.
- Implement visible measures (KPMs) that help church leadership to understand its “donor universe,” keeping track of trends and overall church stewardship progress.
- Assist the Church Administrator and Elder Body in other ways as directed by the Senior Pastor.
- To understand various principles of spiritual formation used to help people grow spiritually.
- To be used by God as an agent of personal spiritual growth and renewal in the lives of others.
- Assess the maturity level in team members and move them forward in spiritual growth.
- Facilitate guided experiences, in conjunction with Minister of Spiritual Formation, in the practices, relationships, and experiences that foster spiritual transformation in the lives of ministry participants.

EXPERIENCE & EDUCATIONAL REQUIREMENTS:

- Bachelor’s Degree in Finance or Accounting (CPA preferred)
- This position requires a minimum of 5 to 7 years of experience as a church leader, having demonstrated good stewardship and understanding of good financial management practices.
- The successful individual must have a proven track record of effective leadership, judgment, and above reproach character.
- A working knowledge of Church Management Software (Shelby NEXT) and other related donor development applications (MortarStone Donor Analytics) is also preferred.
- Must have demonstrated experience in managing a budget over 3 million dollars.
- Proficient in payroll and church finance software.
- Proficient at Microsoft office.

REQUIREMENTS

- Must abstain from the intake of alcoholic beverages
- Must follow Biblical directives concerning Christian conduct and holy living.

- Must attend Lord's Supper and Baptism services
- Should attend and maintain a relationship with a Sunday School class
- Must maintain regular private devotion
- Schedule one-hour session with Minister of Spiritual Formation to craft annual spiritual growth plan. *Download plan at*
http://blog.lifeway.com/growingdisciples/files/2013/08/Spiritual_Growth_Assessment.pdf
- Quarterly check-in with Minister of Spiritual Formation
- Practice spiritual disciplines (such as meditating on Scripture, prayer, journaling, fasting, witnessing, etc.) as a means of setting the leader's heart affection on Christ
- Fully support and engage in the spiritual formation vision of Cornerstone Baptist Church

REPORTS TO: Church Administrator/Senior Pastor