



FINANCE & HUMAN RESOURCES LEAD

Job Description

OBJECTIVE

The Finance & HR Lead will provide comprehensive leadership to the financial processes, accounts and systems in order to carefully steward the financial and human resources of New Hope Church and propel its ministries.

SCOPE

- Full-Time // Exempt (approximately 40-45 hours per week)
- Ministry Staff // Resource Ministries // Reports to Senior Associate Pastor
- Direct Reports: Finance Assistant

RESPONSIBILITIES

NHC Staff

- Be a champion of NHC's vision and ministries
- Work collaboratively with other NHC ministry leaders to cultivate partnership and effectiveness
- Participate and invest in NHC staff community
- Embrace any additional opportunities as assigned to contribute to NHC's ministry impact

Finance

- Provide hands-on oversight to all accounting functions, maintaining accurate records of revenue and expenses
- Innovate and administrate financial processes and systems that promote accuracy, efficiency and accessibility
- Serve the staff, ELT and congregation by creating regular financial reports and being a financial resource
- Ensure proper internal financial controls, policies, separation of duties and regulatory compliance
- Manage the church's funds between external bank and investment accounts and internal designated accounts
- Oversee Finance Assistant's management of accounts payable, ministry deposits and church giving platforms
- Recruit, train and oversee weekly offering counting teams
- Work alongside the Senior Associate Pastor to lead the yearly budgeting process and ongoing budget decisions
- Advise Finance and Personnel Committees, providing insight and initiative
- Resource external and internal auditors by providing access, information and follow up adjustments
- Develop and maintain relationships with select banks and vendors for ongoing needs and special projects
 - Current Key Relationships: Wells Fargo, Christian Investors Financial, Guide One Insurance, One-Digital
- Be a student of church, technology and market in order to envision ways to drive NHC forward
 - Current Technology Platforms: Church Community Builder, Pushpay, Zenefits, ADP, Peachtree, Excel

Human Resources

- Oversee selection, implementation and administration of staff benefits and insurances
- Administrate HR platforms to manage staff payroll, hours, time off and benefits
- Provide benefits expertise and HR support for all staff
- Assist in shaping job descriptions, search processes and interviews
- Collaborate with Senior Associate Pastor to oversee onboarding and offboarding of staff

PROFILE OF PREFERENCE

- Growing relationship with Jesus and alignment with NHC's Statement of Faith
- Committed to NHC as a local church and eligible for church membership
- Bachelor's degree in business administration, accounting or finance
- Proven leadership and experience managing complex organizational finances; non-profit experience preferred
- Knowledge of accounting, HR and religious organization best practices, including clergy dynamics
- Innovative, resourceful and driven
- Strong analytical skills, attention to detail and grasp of finance and HR technology integrations
- High integrity and confidentiality