



Job Description

Position:	Director of Finance, Central Office
Reports to:	Executive Director of Operations
Schedule:	Full-time (40+ hrs. per week); Salaried, Exempt
Employment Classification:	Director (D)

Position Summary

The Director of Finance at The Compass Church is responsible for overseeing and stewarding the church's financial resources with integrity, transparency, and hands-on execution. This role ensures that all financial operations support the church's mission to *Find & Follow God* by enabling effective ministry, supporting leadership decisions, and maintaining compliance with legal and accounting standards. The Director of Finance performs both strategic oversight and operational execution, including managing income and expense processes, financial reporting, audits, and the Finance Department.

Primary Responsibilities

Financial Stewardship & Compliance

- Ensure adherence to The Compass Church financial policies and internal controls.
- Maintain compliance with GAAP, FASB standards, IRS regulations, and state tax rules.
- Steward church resources responsibly, ensuring audit readiness at all times.
- Provide guidance and oversight for financial decision-making in alignment with church priorities.

Financial Operations

- Collect, record, and process contributions, registrations, leases, rents, and other income.
- Process non-cash contributions and issue donor statements.
- Make physical and remote bank deposits.
- Process expense reimbursements, accounts payable invoices, and contractor payments (1099s).
- Oversee credit card transactions: issue/delete cards, approve credit line increases, and ensure compliance.
- Process payroll and benefits journal entries.
- Ensure accurate disbursement of missionary support.
- Review and approve wire transfers and all expense reports.
- Complete credit applications from outside vendors as needed, including providing required financial information.
- Monitor, maintain, and improve chart of accounts and financial information systems.

Reporting & Decision Support

- Provide accurate monthly financial reports to management and budget owners.
- Produce managerial and financial reporting for leadership, Finance Committee, and external stakeholders.
- Assist with budgeting, forecasting, and financial analysis.
- Respond to accounting/finance questions from staff and provide decision support.
- Reconcile balance sheet accounts, bank accounts, and key financial data regularly.

Department Leadership & Development

- Lead, coach, train, and equip the Finance Department to operate efficiently and effectively.
- Conduct performance reviews and provide ongoing feedback to direct reports.
- Identify areas for improvement, research solutions, and present options to leadership.
- Ensure the department is appropriately resourced to meet operational and strategic objectives.

Audit & Governance

- Serve as principal liaison for the annual audit.
- Prepare all necessary documentation and ensure the audit process is timely and complete.
- Review draft financial statements, management letters, and church health reports for accuracy.
- Coordinate presentations of audit results and financial health to the Finance Committee and Elder Board.
- Attend Finance Committee meetings (approximately 10 per year; half in-person, half online).

Experience & Skills

- Bachelor's degree in Accounting, Finance, or related field (CPA preferred)
- Minimum 5–7 years of progressive finance/accounting experience, including supervisory or director-level responsibilities.
- Experience leading financial operations in a nonprofit, church, or similarly complex organization preferred.
- Experience managing audits, preparing financial statements, and interacting with boards or committees.
- Strong proficiency in Microsoft Excel and financial reporting software (QuickBooks required; Rock RMS or similar beneficial; Sage Intacct of interest).
- Solid understanding of GAAP, FASB standards, and nonprofit accounting regulations.
- Experience developing and monitoring budgets, forecasting, and financial analysis.
- Strong leadership and people management skills; proven ability to develop and coach a team.
- Excellent communication skills, including presenting financial information to leadership and non-financial audiences.
- High level of integrity, trustworthiness, discretion, and professionalism; bondable.
- Solid Foundation of Christian faith with the demonstrated ability to manage finances consistent with biblical principles of stewardship.
- Ability to problem-solve, prioritize, and make strategic financial decisions.
- Collaborative and relational mindset; able to partner effectively with ministry and operational leaders.

Additional Requirements

- Attend weekly Campus and/or ministry staff meetings.
- Attend monthly All-Staff meetings.
- Attend Finance Committee meetings (10/year: half in—person, half online).
- Affirm the Statement of Faith and theological alignment with The Compass Church and the Evangelical Free Church of America.
- Attend The Compass Church weekend worship services regularly.
- Be a member, or become a member, of The Compass Church within 12 months of employment.
- Maintain working knowledge of Microsoft Office, with strong proficiency in Excel and QuickBooks.
- Self-starter and problem solver; works with minimal supervision.
- Demonstrate flexibility and a willingness to perform other duties as assigned, including additional hours during peak financial periods and audit seasons.