

BRIDGE CITY CHURCH JOB DESCRIPTION

Job Title: **Finance Director**
Department: Business
Job Classification: Part-time (5-8 hours per week)
Approved by: Lead Pastor / Elders

ROLE

The Finance Director leads the Accounting team and oversees Bridge City's finances, budgets and accounting systems.

WIN

All accounting at BCC is done with a high level of excellence and efficiency. Budgets are created, monitored, and accessible.

RESPONSIBILITIES

- Submit to the vision and direction of the Lead Pastor
- To provide leadership and oversight for the operational structures, systems, and personnel that handle the finances: budgets, audits, accounting, taxes and bookkeeping
- To attend Elders and Executive meetings as requested
- Monthly reports are distributed by the 15th of every month
- Quarterly reports are distributed by the 15th of every month
- Review budgets with Campus Pastors and Directors on a quarterly basis
- Monitor all leases, health insurance, documents, etc.
- All and any other duties assigned by Lead Pastor

REQUIREMENTS

- Is a mature follower of Jesus, serves their family well, serves in passion-driven, gift-aligned ministry, member and tithes to Bridge City Church, gives to missions, and exhibits the characteristics of a deacon (1 Timothy 3:8-13)
- Passionate about order and providing administrative support
- Excellent People, Delegation, and management skills
- Ability to plan, strategize, design, and organize people, programs, and teams
- Associate's Degree or higher in accounting, finance, or business required (Bachelor's preferred)
- 3 years of accounting experience preferred

REPORTS TO

Lead Pastor with a dotted line to the Elders and Executive Team