

Director of Finance & HR

Peace Church is seeking a part-time Director of Finance & HR to manage financial and human resource operations, analyze data, advise leaders, and implement finance and human resource strategy.

A fitting candidate will have a deep love for Jesus and Peace Church, be highly organized and detail-oriented, be unafraid of tough conversations, and enjoy working with a team. The candidate will also possess education, training, and experience in the area of finance, human resources, or similar fields.

By managing our financial and human resource operations, this position creates opportunities for people to hear God’s Word, follow Jesus, and participate in the church.

Peace Church loves the gospel, desires to be faithful to God’s Word, seeks to develop leaders, and is passionate about reaching families. Peace is a growing church located just south of Grand Rapids, Michigan in a rapidly growing area. Average Sunday worship attendance is around 1200.

For more information, see [peacechurch.cc](http://peacechurch.cc).

Please see job description below.

Please send cover letters, resumes, and references to hr@peacechurch.cc.

Applications are being accepted now.

Part-time, hourly, average 20 hours per week.



Director of Finance & HR

**Function**

The Director of Finance & HR manages financial and human resource operations, analyzes data, advises leaders, and implements finance and human resource strategy.

Part-time, average 20 hours per week.

**Accountability**

The Director of Finance & HR reports directly to the Executive Pastor.

**Qualifications**

1. Have a growing relationship with Jesus Christ and agree with the Peace Church statements of faith.
2. Actively support the mission, vision, and leadership of Peace Church.
3. Humble, Hungry, and People-Smart (see Patrick Lencioni, *The Ideal Team Player*).
4. Able to work within the organizational structure of Peace Church.
5. Able to professionally and graciously represent Peace Church.
6. Able to effectively communicate verbally, in writing, and using technology.
7. Able to prepare documents such as correspondence, forms, and reports.
8. Able to independently organize, plan, and execute recurring or periodic projects and tasks within a given deadline.
9. Able to independently follow-up on details/tasks and manage many details/tasks, while keeping the big picture in mind.
10. Able to effectively operate software such as Microsoft/Apple office suite (especially Excel), Quickbooks, Pushpay, Thread, Planning Center Online, and Asana.
11. Education: finance, accounting, business administration, or similar degree.
12. Able to manage time well.
13. Able to solve problems.
14. Highly organized.
15. Teachable and eager to learn new skills.
16. Flexible and adaptable.
17. Able to maintain confidentiality.

**Responsibilities**

1. Manage financial operations.
Includes such items as:
	1. Process giving and deposits.
	2. Process bills, expenses, and requests.
	3. Facilitate the annual budget process.
	4. Facilitate other financial processes such as taxes, loans, insurance, etc.
	5. Maintain financial data and records, working with bookkeeper.
	6. Analyze financial data, create reports, identify trends, flag problems, develop forecasts, recommend actions.
	7. Develop, recommend, and implement financial policies, processes, and strategy.
	8. Educate and advise staff and leaders regarding finances.
2. Manage human resource operations.
Includes such items as:
	1. Process timecards, payroll, and administer benefits.
	2. Facilitate hiring and onboarding processes for new staff alongside staff supervisors.
	3. Facilitate other HR and legal processes.
	4. Maintain HR records and data.
	5. Analyze data, create reports, identify trends, flag problems, develop forecasts, recommend actions.
	6. Develop, recommend, and implement HR policies, processes, and strategy.
	7. Educate and advise staff and leaders regarding HR issues.
3. Professional Expectations
Includes such items as:
	1. Participate as a team member in the Peace Staff, attending staff chapel, retreats, meetings, etc.
	2. Participate in the life of Peace Church, attending worship and important events.
	3. Should be(come) a member of Peace Church.
	4. Exhibit character consistent with a follower of Jesus in a church leadership role.

**Confidentiality**

* Each staff person of Peace Church shall maintain and respect all privileged, personal and confidential matters of which he/she may be aware.