



Job Description

Personnel Committee

Position Title:	Director of Business Operations
Reports to:	Senior Pastor
Status:	Full Time, periodic evenings and weekends (45-48 hours/week)
FLSA Classification:	Exempt
Creation/Revision Date:	Elder Approved September 7, 2021

SUMMARY

The purpose and role of the Director of Business Operations is to provide leadership through oversight, guidance, and support for all church finances, Human Resources, Information Technology, Facilities, and Office Administration in facilitating effective, vision-oriented, and God-honoring ministry at Community Bible Church.

General Purpose: Each staff position at Community Bible Church is a ministry position. All employees are responsible for supporting and furthering the vision of Community Bible Church as a team player through service of one another, our congregation, and our surrounding communities.

ESSENTIAL FUNCTIONS

- Handle, prioritize, and complete multiple tasks in a timely manner
- Acquire and utilize new learning, seek input and ideas
- Demonstrate initiative
- Practice clear and honest communication
- Model effective planning, organizing, execution, and time management
- Demonstrate problem identification, analysis, and solving
- Contribute to effective teamwork, offering to help without being asked
- Train and coach others
- Show consideration for the needs, motivations, and skills of others when offering advice

Finance

- Oversee all aspects of finance which includes the implementation and management of Community Bible Church's operating budgets, financial statements, accounting practices, financial procedures, giving, and all other income sources
- Generate a monthly verified financial report to the staff via the senior pastor and the elders via the church treasurer

Human Resources

- Oversee the following but not limited to employee policies, benefits, reviews, hiring and exit procedures, and all clearances for staff and volunteers
- It is expected that all decisions pertaining to Human Resources will be in accordance with local, state, or federal regulations

Information Technology

- Oversee all aspects of information technology including staff, volunteers, budget, and equipment maintenance and replacement

Facilities

- Oversee the facility maintenance staff to be certain the buildings and grounds are clean, functional, and safe
- Oversee the church's property and security to reasonably protect any occupants from harmful scenarios or environments
- Oversee the Facility Ministry teams related to but not limited to Kitchen, First Response, First Aid, and Library

Office Administration

- Oversee the high-level administrative functions of the Church Office such as but not limited to equipment, office coverage, and team dynamics

QUALIFICATIONS

To fulfill this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made.

Education and/or Experience

- At least three years of experience in business finance, preferably non-profit finance
- Sharp financial mind that understands accounting practices, investments, cash flow management, and debt reduction
- Working knowledge of local, state, and federal regulations, accepted accounting practices, and charitable contribution laws
- Strong strategic and critical thinking skills
- Supervisory experience with three or more direct reports
- Preferred Society for Human Resource Management Certificate (or equivalent)
- Must be proficient in Excel, Word, and Quickbooks

Other Skills, Abilities, and/or Training

- Must be in full agreement with Community Bible Church's doctrinal and constitutional statements and be committed to CBC's core values of Loving God, Loving Others, and Reaching Out
- Demonstrate enthusiasm for the mission and vision of Community Bible Church and actively engage in church and personal efforts to live out and further them
- Personally engage in a lifestyle of spiritual transformation through spiritual disciplines and missional living
- Possess a personal, mature, and growing relationship with Jesus Christ who demonstrates His character in his relationships with people and whose life and behavior gives evidence of the fruit of the Spirit as outlined in Galatians 5:22-26
- Personal involvement in the ministry of Community Bible Church through attendance, service, and financial support of the ministry
- Actively seek to build positive and godly working relationships with staff and volunteers that are then conducive to effective service to God
- Must be able to work well with staff, volunteers, committee members, and church leadership
- Must demonstrate a servant's attitude and have a spirit of cooperation and be a team player
- Serve as a leader by engaging in the various teams served on in healthy and encouraging ways and by setting an example for godly conduct
- Must be highly organized and detail-oriented
- Should be able to fulfill and satisfy any additional requirements as referenced in the CBC Employee Handbook

PHYSICAL DEMANDS

- Regularly required to remain seated in a normal position for long periods of time
- Occasionally required to stand for long periods of time
- Regularly required to move about
- Occasionally required to climb stairs or ladders
- Regularly required to maintain balance while walking, standing, crouching, or running
- Occasionally required to stoop, kneel, crouch, and/or crawl
- Occasionally required to reach up and out with hands and arms
- Regularly required to talk and hear; verbally express information or instructions
- Regularly required to use hands to grasp objects, type, pick up objects, move objects, or hold objects
- Occasionally required to lift up to 25 pounds and carry a distance of 15 feet
- Occasionally required to push and/or pull up to 25 pounds a distance of 15 feet

VISION REQUIREMENTS

To successfully perform this position, individuals must possess the following:

- Close vision (clear vision at 20 inches or less)
- Depth perception and the ability to judge distances and spatial relationships
- Adjustable focus
- Ability to distinguish colors

WORK ENVIRONMENT

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job.

The individual is regularly exposed to indoor conditions and moderate noise level; the individual is occasionally exposed to outdoor weather and temperature extremes.