



# THE HEIGHTS CHURCH

Job Title: Director of Finance

Location of Employment: Cleburne Campus  
1315 Grandview Hwy  
Cleburne, TX 76031

Rate of Pay: DOE

Job Description: Our church is seeking a Director of Finance to provide leadership and accounting expertise for our Finance Office. A successful candidate will be able to bring a strong accounting experience ensuring sustainable financial practices so this church continues to grow, thrive, and connect with our community.

#### Job Duties:

- Perform day-to-day financial transactions with accuracy, timeliness, compliance with internal controls while following generally accepted accounting principles.
- Ensure proper internal accounting controls are implemented when necessary
- Process payroll and file all federal & state payroll/income tax reports
- Prepare checks and other forms of payments as directed
- Prepare journal entries & post to general ledger while maintaining a balanced general ledger
- Complete all transaction entry and reconciliation activities on a timely basis allowing reports to be prepared monthly for executive pastor and chair of finance team by the 2nd week of the month to review prior to scheduled monthly finance team meetings
- Prepare monthly financial statements for church leadership, committees, and ministry area leaders
- Reconcile subsidiary accounts, ancillary software, and banking records each month
- Manage church credit cards according to church policies
- Monitor variances from the approved budget & provide guidance regarding potential variances
- Work with the Director of Operations, Executive Pastor on annual budget preparations
- Provide relevant & insightful reporting & analysis of the financial status of the church
- Understand & analyze church financial trends, both monthly and long-term
  
- Follow financial/accounting policies of the church and work with the Director of Operations, Executive Pastor and finance team to create others as needed.
- Communicate and work in union with the counting team for donations & income
- Serve as a resource to Finance Team, Director of Operations, Executive Pastor, & Senior Pastor on financial matters



- Attend finance related church committee/team meetings (such as Finance Committee, Leadership Summit, etc.) as needed.
- Actively participate in the ongoing and continuous improvement of accounting and financial processes
- Perform related duties within your scope of practice as requested by the Director of Operations, Executive Pastor or Senior Pastor

#### Qualifications

- Bachelor's (Preferred)
- Nonprofit accounting: 10 years (Preferred)
- CPA, CMA and/or nonprofit accounting certification (Preferred)