



JOB DESCRIPTION:

Job Classification: Part Time, exempt

HR & FINANCE DIRECTOR

Compensation: TBD based on experience

The Human Resource and Finance Director will perform a wide range of complex human resource and fiscal related duties in support of the current staff team, the elders, and The Well at large.

OUTCOMES AND RESULTS – SUCCESS IN THIS POSITION WILL RESULT IN:

1. Staff and elders receive accurate and timely financial data to allow for confident financial decisions in leading the church
2. Staff fully understands the financial systems and procedures that apply to their jobs and the impact their financial decisions have on the church as a whole
3. Develop and implement easy to follow best practices for financial procedures that support/reinforce Godly stewardship and meet the requirements of third party oversight
4. Lead the annual budget process and proactively provide guidance and advice to reach target goals
5. Develop, refine, and implement HR policies and processes in coordination with the Executive Team that are supportive of our church culture and consistent with peer churches
6. Assist in annual strategic planning for The Well Community Church

MAJOR RESPONSIBILITIES AND ACTIVITIES:

1. Lead the development and oversee the staff utilization of The Well's annual budget
2. Perform budget analysis, provide variance reporting to church staff, and submit budget recommendations to elder board
3. Provide final review and approval for employee credit card expenditures and ministry reimbursement requests
4. Perform all associated tasks related to the financial giving platform (i.e. reporting, fund creation, contribution posting, etc.)
5. Secure and oversee all tasks related to the negotiation and implementation of contract services
6. Oversee the contracting of church facilities and lead facility utilization and expansion efforts
7. Partner with accountant & designated Well staff to onboard new employees (I9, W9, payroll, credit card, etc.)
8. Develop and monitor the implementation of HR policies
9. Create and help implement employee reviews
10. Perform other various duties as needed to serve the overall functioning of The Well

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS:

1. Believes deeply in the mission of God, the mission of the Church, and the mission and vision of The Well
2. Commitment to the Staff Team Covenant
3. Works well with a team and desires to be a family first, before an organization.
4. 3+ years of accounting & HR experience required
5. Excellent organizational, written and verbal communication and interpersonal skills
6. Proficient experience using Microsoft Excel, Word and cloud platforms
7. Ability to maintain strict confidentiality and communicate in a professional manner
8. Ability to coordinate and collaborate with elders, staff, and various lay leaders at The Well
9. Proactive about being informed about what is coming & taking steps to solve potential problems before they arise

ADDITIONAL BENEFITS:

- Access to The Well Staff Team office + amenities
- Health benefits to include monthly stipend (TBD) + 2 weeks of personal leave
- Credit card privileges

Position reports to Tory Mayo (Lead Pastor)