



ASSOCIATE DIRECTOR OF FINANCE & HR

REPORTS TO Pastor of Finance
CLASSIFICATION Full Time, 40 hours per week
EXEMPTION Ministerial Exception

POSITION SUMMARY

Responsible for the operational excellence of Valley Creek's finance and human resource systems. This role ensures accurate financial operations, reliable financial reporting and effective staff development processes.

GIFT BASE

- Integrity
- Self-Leading
- Organized
- Analytical
- Detail Oriented
- Flexible
- Technical
- Problem Solver
- Strategic Thinking
- Initiative

ROLE REQUIREMENTS

- A passion for following Jesus and unity with the vision of Valley Creek
- Has a spiritual depth and maturity that allows them to lead others to more freedom in Christ
- Proven experience in financial management and accounting, preferably in a nonprofit context (CPA preferred but not required)
- Strong attention to detail and accuracy in data entry and financial calculations
- Excellent proficiency in Microsoft Office applications, advanced Excel skills preferred
- Ability to learn new skills and knowledge base in a self-development context
- Commitment to maintaining confidentiality and handling sensitive financial information with discretion and professionalism

ROLE RESPONSIBILITIES

- Lead and assist Finance Specialists with processing accounts payable and contribution deposit transactions accurately and timely, including vendor payments, invoice processing, and donation recording
- Oversee and participate in reconciling bank statements, credit card statements, and other financial accounts to ensure the accuracy and completeness of our financial records
- Maintain organized, up-to-date, and easily accessible financial documentation in physical and digital formats
- Prepare monthly financial statements, budget variance analysis, and other financial reporting
- Monitoring and enforcing internal controls to prevent errors, fraud, and financial mismanagement
- Oversee and lead the assessment and implementation of new organizational tools and resources
- Own ongoing workflow efficiencies and improvements
- Lead staff development infrastructure and accountability
- Oversee staff benefits administration and education
- Lead public and private prayer and scripture reading with and for Finance Serve Team and Leaders. Personally model our Kingdom culture and values as documented in our Staff Handbook.
- Lead a Circle - responsible for the spiritual guidance and discipleship of people of the church



- Is considered a spiritual leader of our church and has the authority to baptize and administer communion
- This is not an exclusive list of responsibilities, other tasks may be assigned according to ministry needs

WORK HOURS

- Work hours are Monday-Friday, 8:30am-5pm
- Required to work during all worship experiences on Christmas Eve and Easter, as well as other possible events outside of normal working hours