

# Executive Director of Finance & Operations

Reports To: Pastor of Missional Alignment



FPC HOUSTON

## Mission of the Position

The Executive Director of Finance & Operations provides leadership and oversight for the church's financial management, operational systems, and campus facilities to ensure responsible stewardship, operational efficiency, and support of the church's mission, *Cultivating Community in the Way of Jesus for the Flourishing of the City*.

## Core Responsibilities

### Financial Oversight

- Oversee financial reporting for FPC and related entities (Dale Avenue Properties).
- Lead development and management of annual operating and capital budgets.
- Coordinate annual financial audit preparation.
- Review general ledger activity, bank reconciliations, and financial controls.
- Approve accounts payable, payroll submissions, and major financial transactions.
- Oversee financial policies and procedures and coordinate transfers from endowed funds with the Treasurer.

### Operational Leadership

- Lead and supervise Finance, Operations, Facilities, and Information Technology teams.
- Develop and manage the annual operations budget.
- Serve as the church's representative on construction and campus improvement projects.
- Execute authorized contracts on behalf of the church.

### Facilities & Campus Management: in partnership with Facilities Manager

- Oversee maintenance and operations for all church properties and ministry facilities.
- Manage preventative maintenance systems and facility work orders.
- Oversee janitorial and security contracts and building security protocols.
- Coordinate bids and RFPs for campus improvements and facility projects.

### Risk Management: in partnership with the Pastor of Missional Alignment

- Lead the church's risk management program and annual risk assessment for Session.
- Maintain emergency preparedness and safety protocols for the campus.

## Coordination & Partnerships

- Serve as liaison with Presbyterian School and other campus partners.
- Coordinate with the management company for Dale Avenue Properties.
- Serve as point of contact for Memorial Garden inquiries, estate matters, and planned giving coordination.

## Reporting

- This position works closely with senior church leadership, the Treasurer, and Session, and provides oversight to staff within finance, operations, facilities, and technology.

## External Relations & Coordination

- Maintain weekly coordination meetings with Presbyterian School.
- Communicate with the Museum as needed regarding shared interests or coordination.
- Work directly with Olympus Nelson, the management company for Dale Avenue Properties.

## Supervisory Responsibilities

- Supervise/manage/direct the Finance and Operations Teams.

## Competencies

### Education:

- Bachelor's degree in Finance, Accounting, Business Administration, or related field required
- Master's degree such as MBA, Master's in Finance, Nonprofit Management, or Organizational Leadership (preferred)
- Professional certification such as CPA, CMA, or similar financial credential (preferred)

### Experience: minimum 8 years of experience in these areas

- Demonstrated experience in financial management, including budgeting, forecasting, financial reporting, and audit preparation
- Experience overseeing organizational operations, which may include human resources, facilities, information technology, risk management, and administrative functions
- Experience developing and implementing organizational systems, policies, and operational processes
- Proven ability to lead and develop teams, manage multiple departments, and collaborate across an organization
- Experience working with executive leadership and governing boards
- Experience in a nonprofit, ministry, or mission-driven organization preferred

### **Additional Qualifications:**

- Strong understanding of nonprofit financial practices, including fund accounting and restricted funds
- High level of integrity, discretion, and stewardship in managing financial and organizational resources
- Commitment to supporting the mission and ministry of the church

# Employee Acknowledgement

My signature below acknowledges that I have received, read, and understand this job description and that I am expected to consistently demonstrate the primary job duties, additional responsibilities, and core competencies of the position with or without reasonable accommodation. Furthermore, I acknowledge that I may be expected to perform additional tasks and projects as assigned, and I agree to perform such tasks and projects, along with the primary duties of my job, in accordance with the performance standards and expectations set forth by the company.

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date