

Director of Finance & Treasurer

The Chapel - Central Operations

Reports to: Sr. Pastor, but works directly with Executive Pastor

Works with: Senior Leadership, Trustees, Central and Campus Executive Leaders.

Direct Reports: Finance Division Staff, Director of HR, Director of Stewardship, and Director of Central IT

Scope

The Director Finance will give comprehensive oversight for the entire organization in all matters of finance and legal. This position is also a “dual role” in that there is accountability to the Senior Team (staff) as the CFO, but also to the Board of Trustees as the organization’s Treasurer. This dual accountability allows for protection of the Director to fulfill their duties to guard the financial health and integrity of The Chapel. While the vast majority of the responsibilities are directly in the realm of finance, HR, Stewardship, and Central IT are also departments that report up to the Director of Finance.

Director of Finance & Treasurer (85%)

Working with the staff team & the Trustees, oversee the management of all financial aspects of The Chapel including offerings and other revenue, budgeting, accounting, payables, legal matters, HR, investments, banking, contracts, insurances, audits, tax issues, property, etc. Ensure ethical & legal compliance in all areas. Work with divisional leaders to manage budgets and overall fiscal responsibility. Keep the Senior Pastor and Board apprised of financial health and status of the organization. Create a positive staff culture in the finance office that is committed to the vision of The Chapel and philosophy of ministry of the Leadership.

Executive Oversight and Central Management Team (15%)

High-level oversight of the people and functions of Stewardship, HR, and Central IT operations to ensure optimal function and alignment of those disciplines. Also, serve on the Management Team in a way that both represents the Director of Finance’s areas of leadership and expertise, but also participates generally in the wider collaborative leadership of the organization as a whole.