



3153 S BRANDYWINE DRIVE • WEST LINN, OR 97068 • 503.656.2328 • WILLAMETTE.CC

Director of Finance

This is a full-time position, with work days Sunday - Thursday.

Willamette Christian Church is one location in an expanding church family that currently includes Beaverton Christian Church in Beaverton and Hope City Church in SE Portland. As a church family, we exist to inspire people to know love and follow Jesus. Our goal is to provide a healthy environment for individuals and families to become more fully-devoted followers of Christ.

We are looking for a Director of Finance to join our outstanding team. This individual must demonstrate a deep commitment to Christ and be an exceptional fit with the culture of the organization.

DESIRED ATTRIBUTES AND CHARACTER QUALITIES

Christ-honoring Character – Demonstrates character traits such as humility, gratitude, integrity, generosity, wholeness, and courage. Must be a good role model, displaying overall wisdom and maturity; has a stable, healthy personal life.

Exceptional Customer Service Skills – Exudes warmth, friendliness, and empathy; goes out of the way to make everyone they encounter feel valued and well-supported.

Effective Communication – Has exceptional communication skills, both written and verbal; able to articulate the vision and values of Willamette, and handle conflicts that arise in a biblical manner.

Self-Starter – Self-motivated, with a love of learning and ability to dig in and figure things out on their own. Excellent time management skills and ability to work independently, making good, well-informed decisions with little or no supervision. Maintains a healthy balance between people and task completion.

Confidentiality - Maintains sensitive information in the strictest of confidence.

Critical Thinking Skills - A good problem solver and intuitive thinker, with the ability to anticipate potential problems.

Calmness and Resilience - Able to remain calm and recover quickly from setbacks so that problem solving can begin.

EXPERIENCE

Bachelors degree and minimum of five years experience preferred.

Experience in a non-profit or church environment of 1000+ attendees desired, particularly experience in recruiting, training, leading and mentoring volunteer teams.

Knowledge of Microsoft Office or comparable office suite required; familiarity with (or ability to quickly learn) various web-based tools such as Rock RMS and Planning Center desired.

Skilled and experienced with current office equipment.

TO APPLY

If this opportunity is of interest and you meet the minimum qualifications, please forward the following:

- * Current resume detailing your experience relevant to this role
- * Cover letter with summary of experience and response to the following questions:
 - What motivated you to consider this role?
 - What is your interest in leaving your current position and/or why are you seeking a new opportunity?
 - What specific gifts and strengths would you bring to WCC?
- * 3-5 professional references (people you have reported to and/or worked closely with)

For consideration, please email the above documents to joshg@willamette.cc. Please include "Director of Finance" in the subject line. Your information will be reviewed, and if your experience matches our needs you will be contacted to discuss next steps.



Title: Director of Finance

Directly reports to: Josh Grant

Location Assignment: West Linn

Direct Supervision for: Finance and Stewardship Ministries

Spiritual Life

- Personally ensure that a robust and healthy spiritual life exists for yourself and your family, including an ongoing accountability relationship.
- Be an active member in the WCC family, including Rooted, community life, and spiritual development.
- Provide an image of what a godly person looks like by imitating Jesus both in the work place and outside of the church.

Relational Leadership

- Promote healthy and appropriate relationships with family, staff, and volunteers.
- Recruit, develop, pastor, and lead finance team volunteers.
- Maintain an active and engaged team relationship with the staff at all campuses.
- Demonstrate character-based leadership with family, staff, and volunteers.
- Personally attain and maintain strong relationships with members of the WCC family, and cultivate an environment of warm, welcoming, hospitable relationships in the ministry.
- Fully understand the lifecycle of participation at WCC.
- Commitment to personal development of self through active learning. Initiate personal development and self-awareness.
- Communicate consistently and clearly with church family, staff, and volunteers.

Leadership

- Submit to the overall leadership and vision of WCC while bringing independent and vision minded leadership and advocacy to the finance and stewardship ministry.
- Develop goals, objectives, outcomes, and action plans for your areas of responsibility to meet the overall objectives of our church.
- Provide direct supervision, decision making, and fiscal accountability for all ministry related efforts.
- Provide strategic leadership of process, reporting content, and financial systems to ensure that we are providing appropriate care and discipleship in a Christian environment.
- Incorporate best practices from leading Christ-centered churches, GAAP based accounting, and audit recommendations to help shape the ministry to best meet the needs of the communities we serve.
- Participate in select, key WCC family events including Rooted, baptisms, and others as identified.
- Participate in scaling our ministries for the needs of the future communities that we may serve.

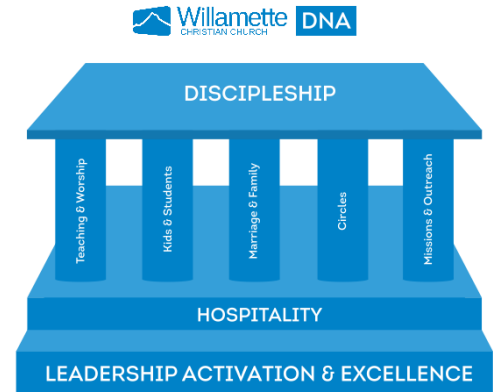
Operations and Oversight

- Coordinate, administrate, and execute all aspects of finance and stewardship ministries. Including weekly meetings, leadership development, and promoting the vision and values of WCC.
- Ensure the fiscal accountability and healthy stewardship of all WCC funds and resources.
- Work with the people management software to support recurring and one time donations, and event payment. Including the recordation and tax receipting process.
- Maintain and foster financial institution and insurance relationships.
- Responsible to support and manage the annual audit, monthly bank reconciliations and monthly closings, annual budget creation and reporting, the creation and distribution of monthly draft financial statements.
- Support and develop relationships with donors and support the donation acceptance policy.
- Build relationships and be a primary source of encouragement to support all departmental ministries.
- Oversee all AP and accounting team members.
- Work with all state and federal governmental agencies to ensure compliance and adherence to all of the rules governing not for profits.
- Actively participate and lead (as required) staff wide devotionals, leadership development actives, and spiritual leadership.
- Support mergers, acquisitions, and networking relationships as WCC continues to expand.

Staff Essentials

Staff Covenants

I will lead a life of moral purity
I will be responsible with God's resources
I will give an honest days' work
I will be flexible and anticipate change
I will inspire
I will develop leaders
I will be loyal
I will be a humble servant
I will be content with my position and compensation
I will give my family the proper attention



Staff Core Values

Faith:	We anticipate that God will call us to more
Growth:	We pursue the new, and act on what we learn
Pace:	We live sustainably, like we are in this for the long haul
Fun:	We love what we do and celebrate what God has done
Lead(ership):	We inspire others to obedience and service
Excellence:	We prepare and execute as if every detail matters
Vulnerability:	We take the risk of being honest with each other
Careful:	We create safe environments and respond with generosity
Team:	We believe the best about and support each other's goals