

Accounting and Finance Director



OVERVIEW

The Bridge Church is a fast growing church in Spring Hill, TN that has grown from 200 to 3000+ since 2011. This growth curve coupled with the growth in scope of our budget has created the need for a full-time position to oversee the 4+ million dollar (and growing) budget of The Bridge. The Finance Manager will be our hands on finance controller and forecasting expert that provides visibility to the best strategic decisions and develops a plan for self-funding 10+ campuses.

ROLE SUMMARY

This person will ensure that the finances of the church are handled with wisdom, transparency, accountability, and faithfulness...creating a culture of high visibility and high trust for the leadership, staff, and donors. This person will ensure that we are making the best possible decisions for the best ROI for the largest kingdom impact. They will handle all day to day financial operations including accounts payable, contributions management, donor tracking and reporting, and management of our chart of accounts. They will use their knowledge of finance and accounting to resource and serve the campuses of the church.

QUALIFICATIONS

- Fulfill the membership requirements of The Bridge
- Fulfill the character qualities of a deacon as outlined in Scripture
- Ability to see and articulate the leadership behaviors of The Bridge while embodying them to protect our culture
- Ability to thrive in a fast-paced work environment
- Organized and proficient in accounting (degree in accounting required)
- Self-directed, Solution-oriented, thrives in a fast-paced work environment
- A proven track record of working incredibly well with people and having a natural bias towards execution

SPECIFIC DUTIES & RESPONSIBILITIES

- Fully responsible for the finances of The Bridge (handling with wisdom, transparency, accountability, faithfulness)
- Fully responsible for managing cashflow and forecasting for visibility and best decision making of the ELT
- Oversee and responsible for implementing tasks given by HR (payroll, benefits, official offer letters, new hire on boarding, pay changes, housing allowances, terminations, etc.)
- Budget preparation and planning (projecting top down, zero-based bottom up)
- Maintain quality control of all monthly financial reporting (review and send reports to appropriate department heads)
- Work with the XP of Ops Pastor to provide up to date (and speedy) information for Legacy Reports
- Ensure that the Stewardship system runs like a well oiled machine (1st time giver notes, 2nd time giver packets, annual report, quarterly giving statements/letters to all donors, etc.)
- Responsible for overseeing all accounts payable and approve all purchases over \$200
- Keep a close watch on the churches bank accounts and ensure that funds are in appropriate accounts
- Review report of all purchases on a monthly basis and ensure that all purchases are categorized correctly.
- Ensure that proper controls are in place (offering collection/counting/donor tracking/check signing/expense reports/etc.)
- Work with our outside firm for our financial review and controls audit
- Responsible for managing banking and lending relationships
- Revise and/or formulate financial policies and implementation of those policies
- Responsible for maintaining the Bridge metrics dashboard and projection model
- Serve on the count team and help ensure that we are following proper controls
- Fully responsible for leading all Sunday count teams for each campus
- Ensure that the business of the church runs with legality and conformity to established regulations (501c3 reporting/annual report to TN, tax exemption updated, property taxes/
- Always work to "make things better" in your area

SCHEDULE: Sunday - Thursday // **HOURS:** Full-Time, Monday-Friday (must be available for special events and services) //

VACATION: 2 weeks plus one the week of Christmas