



# Finance & HR Director Job Overview

Qualifications for employment at Watermark include having made a life commitment to Jesus Christ, agreement in writing with the Beliefs and Governance statements of Watermark, and having a work history and a lifestyle that are consistent with biblical principles. Must be an existing member of Watermark or willing to become one.

**JOB TITLE:** Finance & HR Director

**FLSA STATUS:** Exempt

**DEPARTMENT:** Operations

**TIME REQUIREMENTS:** Full Time

**REPORTS TO:** Senior Director of Operations

**CLASSIFICATION:** Non-Ministerial Role

**STAFF MISSION STATEMENT:** Inspiring and equipping every member to live a life of full devotion to Christ.

**POSITION SUMMARY:** Responsible for overseeing Watermark's financial operations (e.g. budgeting, planning), risk management (e.g. insurance), and HR function.

## ESSENTIAL SKILLS & EXPERIENCE:

- Bachelor's degree in Finance, Accounting, or related field required; MBA or CPA beneficial.
- Minimum of 5 years of financial management experience, preferably in a non-profit or religious organization.
- Experience in Pushpay and Sage Intacct preferred
- Excellent leadership, organizational, and communication skills
- Able to think through problems and provide solutions
- Excellent in Microsoft Excel; proficient in Microsoft Office 365

## POSITION RESPONSIBILITIES: FINANCE

- Lead and develop the Finance Team; manage daily financial matters
- Oversee all accounting; work with the Financial Controller to ensure books are kept in accordance with US GAAP
- Oversee cash and cashflow management across bank accounts
- Provide ongoing reporting and communication on finances
- Manage the budgeting process in collaboration with church leadership
- Manage the property and casualty insurance policies and renewals; serve as primary insurance contact
- Ensure compliance with financial policies and procedures

## POSITION RESPONSIBILITIES: HR

- Lead and develop the Staff Care Team; manage daily staff care matters
- Along with Senior Director of Operations, maintain salary structure for annual compensation reviews
- Oversee all aspects of annual employee review process
- Oversee and approve payroll processing and all government reporting, including EEOC reporting
- Ensure compliance with HR policies and procedures

**DIRECT REPORTS:** Financial Controller, Accounting Coordinator, Finance Coordinator, Finance Assistant, Staff Care Coordinator, Hiring Coordinator

## MARKERS OF AN IDEAL CANDIDATE:

- High capacity
- Flexible and adaptable
- Strategic thinker
- Detail-oriented
- Discrete
- Hospitable and joyful in demeanor