



Finance Operations Specialist 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 Operations Specialist

FLSA STATUS: Exempt

DEPARTMENT: Finance

TIME REQUIREMENTS: Full-time; In-Office

REPORTS TO: Financial Controller

CLASSIFICATION: Non-Ministerial Role

STAFF MISSION STATEMENT: Abiding in Jesus, we are making disciples together.

POSITION SUMMARY: Responsible for maintaining and executing Watermark's finance processes to support the efficient and effective operation of church teams and ministries.

POSITION RESPONSIBILITIES:

1. Weekly Duties
 - a. Execute weekly finance and accounting processes including those for contributions and accounts payable
 - b. Comprehensive management, review, and approval of staff corporate card transactions
 - c. Monitor, assess, and communicate weekly corporate card transaction data and cash flow details
 - d. Inspect creation of new vendors in the church accounting software and verify payee details are accurate
 - e. Oversee the collection and processing of independent contractors including 1099 documentation
2. Monthly Duties
 - a. Contribute to the execution of month-end accounting close processes
 - b. Track corporate card submissions and coordinate with ministries on invalid and overdue expenses
 - c. Analyze assigned ministry budget-to-actual expenses and any mid-year budget requests
 - d. Consolidate and prepare volunteer and employee reimbursements for payment
 - e. Monitor church property and liability insurance policies including premiums, ongoing claims, and ad hoc requests by the church's insurance broker or providers
3. Annual Duties
 - a. Prepare the finance team fiscal year budget and guide the collection, organization, and finalization of ministry budgets
 - b. Collaborate with the Financial Controller and Director of Finance & HR on the church's property and liability insurance renewal process
4. Ongoing/As Needed Duties
 - a. Support individual ministries and church members to address finance and budget related questions
 - b. Coordinate with the Director of Finance & HR on carrying out team projects and assessments
 - c. Participate in general Watermark staff-required activities (expense reporting, Staff on Call, staff meetings, retreats, Christmas Eve, Easter, other "all hands on deck" events, etc.)

ROLE QUALIFICATIONS:

- Commitment to the vision and 10 markers of Watermark Community Church
- Commitment to Watermark's staff values: Dependent, Unified, Excellent, and Fun (DUEF)
- Bachelor's degree in accounting, finance, business administration, or a related field
- 2+ years experience in accounting or finance or related field required
- Strong in Microsoft Excel, detail oriented, and quality project management skills
- Experience with Sage Intacct and CenterCard preferred
- Knowledgeable of finance and accounting matters
- Passion for biblical financial stewardship
- Friendly, hospitable, and thoughtful communicator
- Flexible and adaptable

All employees' job descriptions are subject to change from time to time at the sole discretion of management.