

CHURCH AT VIERA

Job Description Form



CHURCH AT VIERA

Job Title: Chief Financial Officer	
Reports To: Lead Pastor	Date Approved: 9.22.26
Type of Position: ☒ Full-time ☐ Part-time ☐ Intern	☒ Exempt ☐ Nonexempt

PURPOSE OF POSITION

The Chief Financial Officer (CFO) will play a pivotal role in ensuring the smooth and efficient functioning of all financial and operational aspects of our church. This individual will provide strategic leadership and oversight to optimize resources, manage budgets, and streamline processes to support our mission and vision. The Chief Financial Officer will report to the Lead Pastor.

JOB RESPONSIBILITIES

Financial Leadership

- Develop and manage the church's annual budget in collaboration with the leadership team.
- Monitor income, expenses, and cash flow to ensure financial stability and compliance with regulatory requirements.
- Prepare financial reports, forecasts, and analysis for presentation to church leadership and stakeholders.
- Oversee accounts payable and receivable processes, ensuring accuracy and timeliness of payments and receipts.
- Implement internal controls and best practices to safeguard church assets and minimize financial risks.

Operations Leadership

- Streamline administrative processes and procedures to enhance operational efficiency.
- Coordinate facility management, including maintenance, repairs, and security to ensure a safe and welcoming environment for worshipers and visitors.
- Manage vendor relationships and negotiate contracts for goods and services to achieve cost savings and quality standards.
- Develop and maintain organizational policies and procedures to promote transparency, accountability, and compliance with legal and regulatory requirements.
- Oversee HR functions, including payroll administration, benefits management, and compliance with employment laws and regulations.

Strategic Planning and Leadership

- Collaborate with the senior leadership team to develop and implement strategic initiatives that support the long-term goals and objectives of the church.
- Provide financial and operational insights to inform decision-making and resource allocation.
- Serve as a trusted advisor to the pastor and board of directors, offering expertise and guidance on matters related to finance, operations, and risk management.

EDUCATION

- Bachelor's degree in business, Finance/Accounting, Ministry, or a related field preferred (equivalent of Operations experience within a church may be acceptable)

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EXPERIENCE	
• 5-10 Years of experience related to the requirements of this position • Work history in executive and staff leadership is imperative for this role • Prior experience in a large church is preferred • Must have experience in strategic planning and implementation of development projects • Must have experience in multi-faceted project management to include management of schedules, budgets, and project requirements • Knowledge or experience in building expansion and construction is preferred	
SKILLS	
• A vital and growing personal faith in Jesus Christ. • Align with the vision, mission, and values of Church at Viera • Exceptional organizational skills, able to prioritize and manage time well, with a particular emphasis on systems and attention to detail • Team player that fosters a spirit of openness, participation, cooperation, communication, and unity among the various leadership Directors and Pastors of the church organization • Demonstrated ability to anticipate problems and embrace and facilitate the problem-solving process • Database experience a plus	
EXPECTED HOURS OF WORK	
Schedule Expectations: Sunday – Thursday. Hours may vary based on church needs and may include working full weekends. CAV hosts several large events (All Hands on Deck) throughout the year. These events are mandatory for all staff.	
STAFF VALUES	
1. Gospel First - Lead with the hope of Christ 2. Jesus Perspective - Look for those in the margins 3. Contagious Passion - Set the tone and the pace 4. Be Authentic - Be honest with yourself and each other 5. Willing Sacrifice - You before me 6. Believe Best - Cultivate trust through optimism 7. Take Risks - Grow stronger through failure 8. Equip Leaders - Greater impact through multiplication 9. Extreme Ownership - All in for CAV's mission 10. Compassionate Conviction - Sharing truth and giving grace with a loving spirit 11. Bring Joy - Don't forget to have fun 12. Be Unified - Bring people together	