

CHURCH AT VIERA

Job Description Form



Job Title	Operations Director
Reports To	Executive Pastor
	Rev Date Approved: Jan 2021

Level/ Grade	Type of position:	
	<input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Exempt
	<input type="checkbox"/> Part-time	<input type="checkbox"/> Nonexempt
	<input type="checkbox"/> Intern	

PURPOSE OF POSITION

The Operations Director will lead and give oversight to the operational functions of the church to include Finance, IT, HR, Facilities, and Building Projects, while also supporting the mission and vision of Church at Viera. The Operations Director will report to the Executive Pastor.

JOB RESPONSIBILITIES

- Ensure excellence and efficiency of operations, including but not limited to accounting, banking, finance, facilities, IT, building projects and HR
- Lead, communicate, and provide general management of day-to-day church operations as related to the duties listed above
- Ensure financial budgets are designed, prepared, executed and monitored with integrity and accountability
- Oversee and assist in all financial aspects of the church including accounts receivable, accounts payable, payroll, contributions and receipts, bank balances, banking and loan management, annual audits, budget development, and financial reports
- Manage and integrate all CAV financial and business affairs including, but not limited to, development and allocation of the church budget
- Oversight of finance team
- Oversee organizational HR compliance with all local, state, and federal guidelines
- Oversee the monitoring of the facilities to ensure the facilities remain safe, secure, and well maintained
- Participate in strategic planning for site development and implementation of the church master site plan
- Oversee and manage all outsourced business relationships (IT, Law Firm, Accountants, Construction, Insurance, Risk Management, etc.)

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EDUCATION

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

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