



# NORTH PARK CHURCH

## Finance Director

**Full Time:** 12 Hours/Week

**Work Schedule:** Varied (Days, Nights, Weekends)

**Reports To:** Senior Pastor

**North Park Church (NPC)** is seeking a Finance Director to direct and give oversight to finances. The Director is responsible for managing NPC's accounting needs while also coordinating with other ministries. This position requires performance of the duties personally and through staff and volunteers.

### KEY RESPONSIBILITIES

- Ensuring the operational readiness of the church through leadership and oversight of finance management
- Stewarding the physical resources God has provided for NPC via Custodians, Directors, Partners, and Deacons (staff and/or volunteer)
- Overseeing the financial resources God has provided for NPC via Finance (staff and/or volunteer)
- Developing annual financial plans while working with the Finance Committee Chairman and President of the nonprofit corporation
- Supporting the Finance Committee with monthly reports, meeting attendance, and presenting to Session
- Interfacing with banker, broker, insurer, benefits provider, and payroll service
- Administering payroll, benefits and employee personnel manual together with the Administration and Personnel Committee
- Performing other duties as assigned

### QUALIFICATIONS

- Active and growing relationship with Jesus Christ, evidenced by action, attitude, speech and behavior
- Regular attendance in NPC church service, in pursuit of membership preferred
- Strong business acumen to manage NPC facilities and finance
- Proficiency in navigating accounting, payroll service and Google/Microsoft software
- Excellent supervisory skills; demonstrated ability to identify, recruit, and develop high-performing teams that steward our facilities and finance
- Self-motivated and collaborative, yet able to work independently

### HOW TO APPLY

To apply, submit cover letter and resume to Rich Lukas ([rb15009@gmail.com](mailto:rb15009@gmail.com)).

