



JOB DESCRIPTION

Title: Human Resources and Finance Lead
Department: Operations Ministry
Reports To: Executive Director of Operations
Pay Status: Salary/Exempt

General Summary and Objective: Provide leadership, oversight, and direction of the Finance and Human Resources operations of the church. Develop and implement operational strategies that support the church's mission and vision. Cultivate a flourishing workplace.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Lead and direct the work of the Finance and Human Resources Staff Team**
 - **Human Resources Responsibilities**
 - Ensure compliance with federal, state and local employment laws
 - Manage recruiting, interviewing, hiring, and firing practices to ensure all staff follow fair, legal hiring practices
 - Manage compensation, job levels and pay scale
 - Maintain the Employee Handbook
 - Manage and maintain all modules of the HRIS software (Paycor)
 - Develop, execute and track completion of performance reviews
 - Provide support to leadership, departments, and staff in regard to healthy employee relations and various HR related policies, procedures, and programs
 - Strategically manage and execute employee benefits, including, health insurance, 403B retirement plan, Flexible Spending Account, PTO etc.
 - Oversee annual benefit plans selection, implement open enrollment process, and assist employees in understanding and selecting benefits
 - Manage all aspects of leaves of absence including FMLA, ADA, Workers Compensation
 - **Finance Responsibilities**
 - Direct and oversee all financial operations, including financial statements, payroll, general ledger, A/R and A/P, reporting, cash positions, and tax compliance
 - Works in partnership with ministry heads to build budgets that consider historical spend and church vision
 - Develop and recommend benchmarks for measuring the financial and operating performance of ministry areas and programs
 - Monitor and analyze monthly operating results against budget
 - Direct financial audits and provide procedural recommendations for improvement
 - Work with the Executive Director of Operations and other church leaders to develop and implement financial strategies

Additional Responsibilities:

- Help cultivate a flourishing work environment through staff appreciation and development, training, and assessment
- Attend monthly Stewardship Team meetings
- Provide guidance and training of staff in use of HR and financial systems
- Performs additional duties as assigned

Requirements (knowledge, skills, abilities, education, etc.)

- Fully committed follower of Christ
- Champion of vision, values, and culture of Crossroads Christian Church
- Exceptional model of confidentiality and personal integrity
- Strong interpersonal skills
- Demonstrated capacity to lead and administrate
- Proficient with Microsoft Office Suite, embraces technology
- Understanding of non-profit accounting, budgeting, and human resource laws/regulations
- Ability to acquire a thorough understanding of the organization's hierarchy, jobs, qualifications, compensation practices, and the administrative practices
- Bachelors degree in accounting and/or business or a related field or equivalent experience. CPA, SHRM or HRCI certified a plus
- 5+ years of non-profit business experience preferred

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, printers and filing cabinets.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, use hands and fingers, and reach with hands and arms.

Position Type/Expected Hours of Work

This position is full time with normal office hours of Monday to Friday 8 am-5 pm with flexibility available. Additional hours outside of this schedule may be needed in order to fulfill this position.

Travel

This position will require occasional traveling for conferences, training, etc. and more frequent local travel for networking, seminars, and meetings with external HR Professionals.

Created: April 26, 2023

The statements listed are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of duties and requirements. This does not establish a contract for employment and is subject to change at the discretion of the employer.