

# Faithbridge Church

## Position Description

**Title:** Director of Business Operations  
**Recruited By:** Executive Director  
**Staff Grade:** Salaried, exempt (40 hrs/week)  
**Accountability:** Executive Director  
**Ministry/Dept.:** Bridging For Tomorrow

**Summary of Position:** The Director of Business Operations is responsible for overseeing the fundamental aspects of business operations for the organization, to include: Financial Management, Office and Operational Management, and to give leadership to the areas of Communications and Development.

**Purpose:** To provide high quality and excellent service, with the right heart attitude, offering support to the ministry and maintaining accurate records. In doing so, the mission and vision of Bridging For Tomorrow can be carried out at all times.

### **Duties & Responsibilities:**

#### 1. Financial

- Oversee overall financial management, planning, systems and controls.
- Monitor the agency budget in coordination with BFT staff.
- Maintain the financial records and monthly statements of the organization using bookkeeping software and databases.
- Maintain support documentation as ready reference of any recorded transaction.
- Safeguard and secure all financial records of the organization and define financial policies and procedures.
- Enroll in continuing education to stay current with changes in state and federal non-profit financial laws.
- Manage the productivity of day-to-day activities of accounts payable, contributions, and general accounting, ensuring the accuracy of financial reports and records.
- Oversee the preparation of audits, contribution statements, annual financial reviews, Board of Directors documents, and 1099 and 990 statements.

#### 2. Office and Operational

- Oversee office & facilities administration.
- Review and improve operational systems, processes, policies and internal controls with the Office Manager and Executive Director.
- Assist in securing vendors and reviewing contracts, including maintaining W9 documentation as needed.
- Maintain insurance policies for the organization.

#### 3. Communications

- Give leadership and vision to the Communications team alongside the Executive Director.

#### 4. Development

- Give leadership and vision to the Development team alongside the Executive Director.
- Guide the Development Associate with the grant application process, including documentation and follow up and also with all recordkeeping of organizational contributions.

5. Promote BFT and its mission, acting as an ambassador, for the purpose of recruiting allies and investors to engage in our community development efforts.
6. Prepare weekly and monthly status reports, compile follow-up documentation and consistently maintain program records as specified by the Executive Director.
7. Must attend weekly staff meetings and occasionally other meetings as directed by supervisor(s).
8. This job description is not all-inclusive and can be modified verbally or in writing by the employee's supervisor. Other responsibilities could be discussed and assigned by the Executive Director. This position will be reviewed at the end of each fiscal year.

**Skills and Educational Requirements:**

- Bachelor’s degree in Accounting or Finance, preferring some nonprofit accounting experience.
- Excellent organizational skills, able to multi-task and set priorities, and comfortable with asking for help or reconsideration of priorities.
- Extremely detail oriented and comfortable developing and/or working with project plans/timelines.
- Flexible and able to work effectively under pressure and deadlines.
- Tech-savvy and strong problem-solving skills.
- Able to work collaboratively with vendors, consultants, and staff.
- Strong experience working with QuickBooks Online and MS Office Suite – especially Excel and Word.
- Knowledge of regulatory requirements of nonprofit financial transactions; single audit experience desired.
- Must be able to keep financial matters strictly confidential.

**Organization Relationship:**

This position shall be directly accountable to the Executive Director of Bridging For Tomorrow.

**Working Conditions:**

Position is 40 hours per week. This position requires BFT office hours.

**Needed Attributes:**

Strong interpersonal skills, keen initiative, detailed oriented, good organizations skills, ability to use discernment in making decisions, and a team player.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow by job description as outlined above, and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

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Employee's Signature

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Date

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Print Name