

Director of Finance & Operations Assistant

Position Type: Part-Time (20 hours/week)

Compensation: \$25,000- \$35,000 annually (commensurate with experience and operational scope)

Benefits: Includes paid time off (PTO), retirement plan contributions, disability coverage, and cell phone reimbursement.

Reports To: Executive Pastor of Operations (Paul Bauch)

To Apply: Send a cover letter and resume to pbauch@meetinghouse.church

ABOUT MEETINGHOUSE CHURCH

The mission of Meetinghouse Church is to help people be transformed to meet the world like Jesus by crossing boundaries to meet with God and with each other. We cultivate intentional spaces where diverse individuals can encounter God and build meaningful community. Grounded in the belief that reconciliation between God and creation calls us to live as reconcilers, we strive toward the flourishing of our broader community.

Staff Culture & Values

As a staff team, we are committed to upholding a culture that is:

- **Centered in Christ-** Grounded in faith and guided by Christian principles in all operations.
- **Created in Collaboration-** Working interdependently and valuing shared wisdom.
- **Working Towards Wholeness-** Fostering personal, relational, and organizational health.
- **Expanding and Empowering Others-** Equipping leaders and encouraging growth across ministries.

Personal & Relational Expectations

We believe organizational health flows from personal and spiritual health. Therefore, team members are expected to:

- Actively live out our core values in both personal and professional spheres.
- Maintain healthy rhythms for spiritual, mental, emotional, and physical well-being.
- Pursue continuous learning, curiosity, and humility.
- Practice radical candor within trusted relationships: giving and receiving feedback with respect, humility, and grace.
- Resolve relational conflicts promptly and directly, avoiding gossip, triangulation, or faction-building.

POSITION SUMMARY

The Finance & HR Administrator plays an integral role in ensuring financial integrity, operational efficiency, and legal compliance across Meetinghouse Church. This role partners with senior leadership in faithful stewardship of church resources and provides core operational and HR administrative support.

KEY RESPONSIBILITIES

1. Financial Operations & Accounting

- **General Accounting:** Manage general ledger maintenance, monthly account reconciliations, and financial statement preparation in accordance with GAAP for nonprofits.
- **Financial Reporting:** Prepare monthly, quarterly, and annual financial statements and variance reports for leadership and board review.
- **Payroll & Disbursements:** Process bi-weekly payroll, retirement/pension contributions, accounts payable, expense reimbursements, and donor gift processing.
- **Fund Management:** Track and manage restricted and unrestricted funds, ensuring full compliance with donor designations and regulatory guidelines.
- **Audit Coordination:** Serve as the primary point of contact for internal annual financial audits and any external audit engagements.

2. Budgeting & Financial Forecasting

- **Annual Budgeting:** Collaborate with Executive Pastors and ministry leaders to build and manage annual operational budgets.
- **Financial Analysis:** Monitor cash flow and perform regular budget-to-actual variance analyses.

3. Internal Controls & HR Administration

- **Compliance & Controls:** Develop and maintain robust internal financial controls to safeguard resources and ensure regulatory compliance.
- **HR & Onboarding Support:** Partner with Executive Pastors to streamline employee onboarding, manage PTO records, and oversee staff benefit enrollment.
- **Donor Stewardship:** Maintain donor records and oversee year-end tax contribution statements.