

West Angeles Church of God in Christ



Finance Director Position

The Finance Director will have a pivotal role in the assessment and management of all ministry-wide financial systems including infrastructure designs, communications, and any special project management. The Finance Director is responsible for assessing needs, designing processes, and implementing plans that will enhance the financial structure of West Angeles COGIC. This position reports to the Church's CEO/Senior Pastor

DUTIES (include, but are not limited to)...

- Oversight of all aspects of accounting, payroll, and reporting systems.
- Manage staff who handle the day-to-day operations of accounts payable, accounts receivable, payroll and general ledger functions.
- Make recommendations for cost savings initiatives.
- Identify areas of cross-training to enhance staff performance and overall efficiency.
- Must be able to cultivate a team-oriented, problem-solving climate focused on delivering quality solutions that facilitate ministry success.
- Prepare monthly, quarterly, and annual financial statements for the Senior Pastor and Board of Directors.
- Oversee financial planning, budgeting, cost savings initiatives & tax compliance.
- Prepare schedules, staff, and organization for annual audits.
- Have a strong understanding of nonprofit and corporate transaction processes.
- Develop and manage banking and business relationships.
- Develop long and short-range goals for the department and its staffing.
- Oversee the financial component of grants to ensure accurate financial reporting.
- Evaluate internal controls to ensure timely compliance with regulatory agencies.
- Provide timely financial reporting, analysis of results, and make recommendations.

SKILLS AND ABILITIES (must have...)

- 10+ years of financial management experience.
- Strong supervisory, time management and leadership abilities.
- Strong critical thinking, analytical and quantitative skills.
- Strong interpersonal, verbal, and written communication skills.
- Be an open-minded innovator, proficient at assessing needs and implementing solutions.

In addition, we offer a generous benefits package that includes:

- Health insurance (medical, dental, vision); Flexible spending account; Paid Holidays, Sick and PTO (Personal Time Off), Life Insurance, 401(k) Profit Sharing Plan