



Sr. Director of Finance and Operations

Position Description

Position Details

Reports to: Executive Lead Pastor
Ministry Focus: Administrative Functions
Hours: Full-time, minimum of 40 hours per week
FLSA Status: Exempt
Hired by: Board of Trustees
Updated: August 2026

Position Summary

The Sr. Director of Finance and Operations is responsible for the day-to-day oversight of staff and operations for a multi-campus church related to finance and budgeting, general administration, facilities, risk management, human resources, information technology, and other responsibilities as may be assigned by the Executive Lead Pastor and/or Elder Board.

The Sr. Director of Finance and Operations, as part of the Leadership Team, promotes team leadership and leverages strengths in building and maintaining trusting and productive relationships throughout the ranks of leadership, staff and the body of Friendship Church.

Responsibilities

General Duties and Responsibilities:

- Ensures a healthy balance between the Ministry of the church and the obligations related to stewardship and budgets, assisting Ministry Directors in budget preparation, as needed.
- Ensures that all business practices, both inside and outside the church, are consistent with the Statement of Faith, Values, Mission and Purpose, Constitution and Bylaws of Friendship Church.
- Acts as the primary internal liaison between the finance department and staff and supervises accounting personnel.
- Acts as HR Manager and serves as the primary liaison with HR & Payroll vendors.
- Manages internal resources, investments, budgeting, financial reporting, and audit.
- Provides internal support to the Deacons of Operations with finance, banking, contracts, insurance and legal compliance.
- Ensures that key policies and business processes are maintained in a current and accessible state, and that staff are properly trained.
- Attends Deacons of Operations meetings as requested.

Provides Direct Oversight of the Following Functions/Personnel:

- The IT Department through direct supervision of the IT Director.
- The Facilities Department through direct supervision of the Facilities Director.
- The Finance Department.
- The Food Services Department.
- Administrative support staff, to optimize administrative assistants' support of Ministry Directors.
- Payroll, benefits administration and all HR functions, policies, and compliance using internal and external resources.
- Insurance and Risk Management.
- Legal/Compliance

Qualifications

Character and Faith:

- A mature follower of Jesus Christ with a passion for Gospel truth and discipleship.
- Lives an exemplary Christian lifestyle.
- Spiritual gifts that include leadership, administration, and discernment.
- Agree with Friendship Church's Statement of Faith, Mission, and Values.
- Annually affirm the Minimum Biblical Standards of Conduct for Friendship Church Staff and Lay Leadership.
- Have a desire for spiritual growth, accountability, and corporate worship.
- A heart for equipping believers and reaching the unchurched.
- To have a heart for collaboration with other team members.
- Has a mature understanding of Kingdom purpose in the local church.
- Enjoy working and interacting with people. (John 13:35)

Education:

- Bachelor's degree in Business Administration, Finance, Accounting or related field or equivalent work experience.
- Master or MBA degree is preferred

Skills and Experience:

Required:

- A minimum of ten years of Business, Finance and/or Operational experience with a minimum of 5 years in a leadership role.
- Fluency in interpreting financial statements and contracts.
- Experience with the budget/expense process, control and fund accounting methodology.
- Proficient in the MS Office Suite.
- Experience leading multidisciplinary teams.
- Experience leading within medium to large organizations.
- Experience in Project Management.
- Knowledge and understanding of Proposals and SOWs.
- Experience in Process Development and/or Optimization.
- Proficiency in writing, presentation preparation and delivery.
- Strong interpersonal skills and a humble practitioner of servant leadership; strive for unity across operational and ministry lines.
- Experience developing / mentoring staff as well as writing performance appraisals.
- Detailed-oriented; follows through to resolution.
- Leverages subordinates' strengths to drive decision-making.
- Agreement with the Vision, Constitution and Bylaws, and Staff Handbook of Friendship.
- Must be available to work on Sundays and major Christian holidays.

Preferred:

- Experience with Shelby accounting software or similar software.
- Experience selecting and managing outsourced vendor relationships, specifically HR & Payroll.

Salary Range DOQ: \$85,000 - \$115,000 per year

To apply: send cover letter, resume and application via our website at friendshipmn.org/employment