



POSITION DESCRIPTION

POSITION: Director of Operations

REPORTS TO: Chair of the Board of Finance & Administration

DIRECT REPORTS: Head Custodian
Administrative Staff (2)
Accountant/Accounting Service

PURPOSE: The Director of Operations plays a critical role in supporting the work of the Ministerial team and Church Boards to ensure that the Church's vision and goals are met. The Director of Operations serves in a senior role providing a broad range of support to staff and volunteers in the areas of administration and operations including financial reporting and fiscal control. The Church Administrator will work closely with the Board of Finance and Administration to establish and maintain effective policies and procedures that meet legal/reporting requirements and support a smooth operation of the Church.

Mission Statement

To establish a place and a presence to worship God, proclaim the Kingdom of God and make the love of God in Christ known. Our plan to carry out this purpose involves structured worship, thoughtful spirituality, dynamic fellowship, creative teaching and caring mission.

KEY RESPONSIBILITIES & DUTIES:

1. Facility Management
2. Administrative and Ministerial Team Support
3. Accounting Coordination
4. Human Resources
5. Community Relations
6. Technology

QUALIFICATIONS/REQUIREMENTS:

Education/Credentials

- Undergraduate degree in Business Administration/Commerce or related experience
- An accounting designation would be an asset

Experience

- 5+ years of supervisory experience required
- Direct experience in a church setting or other not-for-profit organization is desired but not essential
- Experience working with and supervising volunteers

Job Knowledge

- Knowledge of fund accounting, charitable operations, financial analysis and interpretation
- Current financial acumen and knowledge of regulatory requirements

Specific Skill required

- Experience in property management would be an asset
- Excellent verbal, written and interpersonal communication skills required
- Sound organizational and time management skills are necessary, with an ability to prioritize, carry out multiple tasks and meet strict deadlines