



Operations Manager

Job Description

Responsibilities

The person holding this position will be responsible for managing all financial and facility functions for Cresset Church and all related ministries. All work will be performed under the supervision of the Lead Pastor of Cresset Church. The Operations Manager will provide administrative oversight for all financial and accounting, as well as all facilities operations and maintenance functions of Cresset Church (CC) and Cresset Christian Academy (CCA). This position will also provide supervisory oversight of the Accounts Receivable Clerk, and custodial/building maintenance employees, to also include oversight of all facilities contracts and projects.

The Operations Manager will assure that all operations-related affairs of CC, CCA and other related ministries are in accordance with all policies, standard accounting procedures and applicable governmental regulations. The Operations Manager will have the responsibility and authority to report any concerns to the Lead Pastor, Elders, Academy Oversight Committee, Property Committee and/or Church Finance Committee, as applicable. He/she will work directly with the Lead Pastor, CCA's Head Administrator, Academy Oversight Committee, Property Committee and Finance Committee. The goal of their service will be to provide comprehensive management of all financial and facility functions for all CC ministries to assist in achieving the vision of CC.

Qualifications

The Operations Manager will be a professing Christian and an active member of CC. The individual holding the position must possess the knowledge, skills and abilities that are required to administer the financial management programs in the church utilizing computerized accounting procedures. These qualifications will be demonstrated through considerable experience in the performance of standard accounting practices and procedures for comparable institutions. A bachelor's degree in accounting, or a closely related field is required. He/she must also possess experience supervising employees and handling logistics for services and contractors.

Examples of Work Required

1. Performs all tasks required in accordance with standard accounting practices and procedures utilizing computerized financial record keeping/reporting programs.
2. Maintains personnel records required for effective administration of employee weekly and/or bi-monthly payroll systems, leave and benefits programs.
3. Processes all state and federal tax returns, and related reports as required to maintain compliance with governmental regulations.

4. Helps develop and oversee all financial budgets for CC and its related ministries. Provides active support for all church ministries and committees in the preparation of annual financial budgets. Maintains records and provides reports as required to control expenditures in accordance with official actions of the church. Works with an outside CPA at the end of each fiscal year to assure timely completion of the formal financial review of CC's accounting records.
5. Monitors the weekly financial activities of those responsible for processing contributions to the various CC ministries. Posts the contributions to individual donor records as received to maintain their confidentiality and assure compliance with Internal Revenue Service charitable record keeping regulations.
6. Monitors the financial activities of the CCA financial manager / accounting office to ensure that tuition payments and other receipts are promptly recorded and processed. Works in tandem with CCA's financial manager to ensure past dues are collected in a timely manner and that continued unpaid balances are appropriately addressed.
7. Performs systematic reconciliation of the statements received from all financial institutions holding assets of CC and CCA to ensure their accuracy and agreement with the ledgers and other records maintained by CC's financial office.
8. Attends the regular CC Staff, Business, Finance Committee, Property Committee, Academy Oversight Committee and Cresset Academy Educational Foundation (CAEF) meetings.
9. Works with the church through the Lead Pastor in developing an annual "Work Plan" so that goals and objectives of this position remain current. Participates with the Lead Pastor in regular performance reviews so that current goals and objectives are achieved.
10. Processes purchase requisitions from authorized church ministry leaders and performs tasks necessary for timely processing of payments for purchased goods and services in accordance with standard accounting practices and procedures.
11. Monitors all bills for services to ensure that expenses are properly accounted for and reconciled with the records maintained by parties using the service, as applicable.
12. Monitors the use of all credit cards to ensure proper accounting for all credit purchases.
13. Helps monitor all fund-raising efforts of CC ministries.
14. Provides oversight of all contractual agreements between CC and outside vendors and contractors. This would include providing oversight for all future building renovations and expansion programs to include obtaining estimates, reviewing estimates, and assisting with the selection of awarded contractors, as well as overseeing the work.
15. Provides direction to the custodial and building maintenance employees to ensure effective and efficient job performance by these employees.
16. Supervises the Academy's Account Receivable Clerk.

This job description is not intended to include all the duties that will arise in the on-going operations and administration of the financial and facilities programs required to support the ministries of CC. The person holding this position must demonstrate progressive improvement in the knowledge, skills and abilities required for the effective management of CC's Operations Office.