

Job Posting: Director of Finance

Position: Director of Finance

Location: Dallas, Texas

Church: Wilshire Baptist Church

Department: Finance

Reports to: Associate Pastor

Employment Type: Full-Time

About Us:

Founded in 1951, Wilshire is a welcoming and affirming, justice-oriented community where everyone is valued for who they are — a place where the beauty of God's creation is celebrated and a place where we acknowledge that the world is broken. To obtain more information regarding the church go to <https://wilshirebc.org>

Position Overview:

The Director of Finance will be responsible for overseeing and optimizing the day-to-day operations of the finance area. This leadership role involves strategic planning, budgeting, financial reporting, and ensuring compliance with industry standards and regulations. The ideal candidate will have a proven track record of financial management, organizational leadership, and a commitment to fostering a culture of transparency and accountability.

Key Responsibilities:

- **Financial Management:**
 - Develop, implement, and manage budgets across all departments.
 - Oversee financial reporting, forecasting, and cash flow management.
 - Ensure timely and accurate preparation of financial statements and reports.
 - Lead the annual audit process and liaise with external auditors.
 - Ensure compliance with financial regulations and church policies.
 - Prepare and present monthly, quarterly, and annual financial statements to the Senior Pastor, Finance Committee, and church body.
 - Develop and manage the church's annual budget in collaboration with department heads and ministry leaders.
- **Leadership:**
 - Manage and ensure operational efficiency in office management, HR benefits, and internal processes.
 - Oversee payroll and benefits management.

- Implement and maintain effective administrative systems and procedures to streamline business operations.
 - Maintain confidentiality and operate with a high level of integrity and faith-based stewardship.
 - **Strategic Planning & Analysis:**
 - Collaborate with senior leadership on strategic initiatives, including financial planning and long-term forecasting.
 - Provide financial and operational insights to inform business decisions.
 - Identify areas for cost optimization and process improvements.
 - **Risk Management & Compliance:**
 - Ensure the church's financial practices comply with relevant laws, regulations, and industry standards.
 - Assess and mitigate financial and operational risks.
 - Develop and enforce policies to protect the church's assets.
 - **Team Management:**
 - Staff liaison to the Finance Committee
 - Foster a positive, results-driven culture within the team.
 - Ensure continuous development and training opportunities for yourself and other team members.
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Qualifications:

- Bachelor's degree in finance, accounting, or a related field (Master's or CPA is a plus).
 - Minimum of 5 years of experience in financial management.
 - Strong knowledge of financial regulations, accounting principles, and budgeting processes.
 - Experience with financial software and reporting tools (e.g., QuickBooks, NetSuite, Excel, ACS, etc.).
 - Proven track record in strategic financial planning and analysis.
 - Excellent organizational and leadership skills, with a demonstrated ability to manage cross-functional teams.
 - Strong communication and interpersonal skills, with the ability to collaborate effectively across all levels of the organization.
 - Detail-oriented with a high level of accuracy and efficiency.
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Why Join Us?

- **Competitive Salary & Benefits:** We offer a competitive salary, comprehensive benefits package, and opportunities for growth.
- **Collaborative Work Environment:** Work alongside a passionate and dedicated team.
- **Impactful Role:** Play a key role in shaping the future of our church through strategic financial leadership.

- **Work-Life Balance:** A supportive environment that promotes a healthy work-life balance.
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How to Apply:

If you are a strategic thinker with a passion for finance, we encourage you to apply! Please submit your resume, cover letter, and a brief portfolio of relevant work or achievements to tpeoples@wilshirebc.org with the subject line "**Director of Finance Application.**"

Wilshire Baptist Church is an equal-opportunity employer and encourages applicants from all backgrounds to apply.
