



Operations Director

Job Location: Findlay, OH

Position Type: Part-time

Reports To: TFEFC Elder

DESCRIPTION

The Findlay Evangelical Free Church's (TFEFC) primary focus is to make disciples of Jesus Christ. Every role and decision works in support of that endeavor. In the service of this mission, the role of Operations Director is to organize, coordinate, and oversee the administrative functions that facilitate the effective operation of member churches and their ministries.

An effective Operations Director will...

- Consistently communicate the vision of TFEFC and how this role is integral to fruitful ministry;
- Work in partnership with the member churches, helping them to accomplish ministry;
- Develop a team of volunteers to discover and use their spiritual gifts in ministry as well as their experience in business/education;
- Anticipate needs and initiate ideas in advance on behalf of the family of churches;
- Pay careful attention to detail and ensure documents, processes, and communication are accurate and correct.

KEY RESPONSIBILITIES

- Continually look for ways to improve and implement processes to ensure member churches are operating efficiently, effectively, and within agreed standard operating procedures.
- Evaluate current processes to identify and minimize redundancies.
- Achieve administrative and operational integrity by establishing best practices, standardization, and training for member churches in relation to accounting, human resources, legal compliance, employee benefits, volunteer screening, facilities, etc.
- Create a database of vendors TFEFC leverages for physical, financial, and administrative ministry.
- Oversee the bus schedule/maintenance.
- Develop and facilitate process for employee on-boarding, training, and off-boarding.
- Oversee processing of payroll, accounts payable, accounts receivable, asset management, and account reconciliation.
- Maintain, update, and report on budgets.
- Prepare and analyze financial statements and reporting.
- Act as the point of contact for benefit providers and assist employees with questions.
- Ensure policies, documents, and employee files are compliant and securely stored.
- Compile and maintain updated standard operating procedures.

- Audit and ensure legal compliance, safety, and security measures.
- Submit sales tax report monthly.
- All statutory filings of any kind, such as use of a DBA name, good standing certificate, etc.
- Ensure property, building, and ministry insurance are up to date and cover all existing assets.
- Be familiar with Breeze ChMS and be able to train new users in best practices.

Skills and Abilities:

- Business acumen with experience in computer systems and accounting practices.
- Proven experience analyzing processes and implementing improvements.
- Must be organized, detail-oriented, and able to provide feedback effectively.
- Show initiative and be able to work without regular supervision or direction.
- Exhibit the ability to cooperate with, relate amicably to, and effectively work with a broad spectrum of personalities.
- Certified Notary Public is beneficial.
- Be willing to work well with church staff, volunteers, and congregation and respect the authority of Biblical church leadership.
- Must look at this position as both a job (responsibility) and as a ministry (service).

Qualifications:

- Bachelor's degree preferred.
- Prior management, HR, accounting, and operations experience.
- Proficient in Microsoft Office, iWork, Google Suite, accounting software – capacity to move between various platforms and work environments.
- Excellent verbal and written communication, time management, and task prioritization.

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- TFEFC Elder