

# POSITION DESCRIPTION DIRECTOR OF OPERATIONS



Reports To: Executive Presbyter

Status: Full-time

Remote work is allowed but must live within geographic bounds of presbytery

## **Purpose of Position:**

The purpose of this position is to provide continuity across the operational and business functions of the presbytery. This position is effectively responsible for the operational component of the presbytery (in complement to the mission and ministry components), which involves active management of key business functions, including human resource planning, benefits administration, financial reporting, accounting and bookkeeping, payroll administration, property management and development, contracts management, fundraising support, and facilities management.

## **Primary Areas of Responsibility:**

### Staff Relations/Personnel/Human Resources

- Maintain a “Manual of Operations” for the business functions of the presbytery and update as necessary
- In cooperation with the Executive Presbyter, prepare and maintain position descriptions and employee agreements for all employees
- Inform staff about employment policies, payroll processes, and other matters related to their employment
- Ensure personnel management and office operations are in compliance with PLR’s Employee Handbook and Personnel Policies for Clergy, seeking, as necessary, input from HR experts, COM, and benefit providers such as the Board of Pensions
- Assure compliance with state and federal laws regarding compensation, taxation, types of leave, and safety regulations.
- Research, recruit, hire, oversee, and evaluate the performance of, outside service providers (e.g. property management company, payroll service, HR professionals, etc.)

### Property Management

- With the Trustees, is guided by and interprets the Property and Proceeds Policy of the presbytery to congregations and church leaders
- Works closely with developers and property management companies to meet the needs of congregations and presbytery, including property valuations, redevelopment plans, repair and maintenance projects, etc.
- With the support of legal counsel, prepares and executes purchase and lease agreements of the presbytery, interpreting terms and conditions
- Collaborate with the Trustees and property experts to establish a plan which assesses the current value of properties, anticipates maintenance needs of aging properties, and leverages opportunities to redevelop properties for the benefit of congregational and presbytery mission.

### Insurance/Legal

- Seeks competitive bids for, and maintains relationships with, insurance provider(s) that meet the insurance needs of presbytery
- Assists congregations to find appropriate insurance coverage for their ministries
- Interfaces with legal counsel regarding insurance matters and lawsuits against the presbytery

### Accounting (with support of Accounting Assistant)

- Oversee the preparation of the General Ledger and supporting accounts
- Prepare, review, distribute and track annual budgets
- Oversee the management of Accounts Payable and checks for signing and distribution
- Review the AA's reports of Per Capita Giving, Mission Giving, and special contributions from congregations and individuals
- Review the AA's financial records and filings with state, county, federal agencies, and tax authorities, working with PLR's accounting firm for tax filings and certification/audit of financial results

### Banking (with support of Accounting Assistant)

- Monitor cash flow and cash management
- Track expenses and prepares reports
- Ensure compliance with presbytery policies for financial integrity
- Ensure accurate and timely reconciliation of bank/investment account balances

### Reporting (with support of Accounting Assistant)

- Prepare monthly financial statements as required by the Council and its Committees, Presbytery and its Committees, Treasurer, including Balance Sheet, (P+L), Performance to Budget/Variance and Cash Flow analysis
- Prepare and distribute Congregational/Individual Giving Reports
- Prepare year-end information for the presbytery's accounting firm
- Prepare audit documentation when required
- Prepare and distribute special financial reports on-demand

### Office Operations

- Represent the presbytery to prospective landlords and equipment providers, negotiating leases, and acquiring/maintaining office equipment
- Work with the Executive Assistant of Operations to facilitate meetings and provide hospitality to presbytery committees and other groups
- Instruct the staff about access and use of property including office space, computer equipment, phone system, and cloud storage

### **Qualifications:**

- A follower of Jesus Christ, growing in discipleship, with a passion for serving others
- Minimum five years of recent, related experience, ideally with a non-profit organization
- Expertise in business management and/or operations management, preferably in a nonprofit setting

- Understands accounting standards and principles for nonprofit organizations with specific understanding of fund accounting
- Relational and business skills to hire, onboard, and evaluate outside service providers who support the presbytery's mission
- Understand and implement the advice of committee members and service providers regarding local, county, state, and federal reporting standards for non-profit organizations
- Strong computer skills, including SharePoint (or other file storage programs), Excel, Microsoft Word, Adobe, etc.
- Excellent written and oral communication skills in English (majority language); proficiency in Korean and Spanish languages beneficial
- A Bachelor's degree or equivalent, or MBA, in Business Management or Organizational Management
- Requires a strong understanding of Fund Accounting

**Work Aptitude Expectations:**

- Accepts direction and assumes responsibility
- Collaborates and contributes in a relatively small collegial atmosphere
- Prioritizes effectively, even when managing multiple requests
- Remains calm under deadlines and when changes in direction occur
- Demonstrates organizational skills and attention to detail
- Analyzes problems and follows through with solutions
- Shows initiative and ability to work both independently and with a team
- Offers independent insight without supervision
- Has a positive outlook and is willing to assume new assignments and additional duties

**Accountabilities:**

- Supports and models the Christian ethic of PLR as defined by its Vision for Mission Design or current mission plan.
- Is a role model for employees throughout the organization.
- Understands and follows all human resource policies in the Employee Handbook
- Manages relationships with, and evaluates performance of, Accounting Assistant and outside service providers including CPA Firms, Payroll Services, Property Managers/Developers, IT Providers, Legal Service Providers
- Committee Relationships: Trustees, Staff Relations
- Primary Volunteer Contact: Presbytery Treasurer

Effective Date: \_\_\_\_\_

Leadership Approval: \_\_\_\_\_