



RIVERSIDE

RIVERSIDE CHURCH

Job Title: Director of Finance (Part-Time)	Reports to: Executive Pastor
Department: Finance & Operations	Job Grade: Part-Time

Purpose:

The part-time Director of Finance provides financial leadership and operational support for Riverside Church, ensuring accurate financial reporting, strong internal controls, responsible stewardship of church resources, and excellent service-oriented partnerships with ministry leaders.

This role combines financial leadership, budgeting, reporting, internal controls, and process improvement, and is ideal for a finance professional who enjoys improving systems, building relationships, and helping ministry leaders make sound financial decisions.

Success in this role depends on effectively leveraging the Finance and Operations team and partnering with ministry leaders to ensure work is completed accurately and on time.

Key Responsibilities

1. Financial Operations

- Provide oversight of accounting operations.
- Provide financial leadership and direction to the finance team in partnership with the Operations Manager.
- Manage cash flow and bank relationships.
- Ensure the integrity of the general ledger and chart of accounts.
- Oversee the timely preparation of accurate monthly financial statements.
- Oversee payroll processes in partnership with Finance and HR.
- Provide oversight for the accounts payable process.
- Monitor and manage restricted and designated funds.

2. Financial Reporting

- Prepare and present monthly financial reports for the Board of Elders, Lead Team, and ministry leaders.
- Develop dashboards that simplify financial information.
- Present financial information in a way that non-financial leaders understand.

3. Internal Controls

- Develop and maintain appropriate financial controls.
- Review and manage approval processes.

- Monitor and enforce compliance with financial policies.



- Serve as the primary liaison with external auditors and other service providers. •
- Coordinate internal and external audits or financial reviews.
- Prepare audit schedules, supporting documentation, and responses to auditor inquiries. •
- Ensure timely resolution of audit recommendations.
- Ensure timely filing of required reports.

4. Construction & Capital Projects

- Track capital campaigns and construction budgets.
- Monitor project cash flow.
- Support financial reporting for major building initiatives.
- Lead banking relationships related to mortgage and treasury services.

5. Systems & Process Improvement

- Improve financial processes and documentation.
- Recommend and implement process improvements through technology and automation. •
- Maintain the integrity of financial systems.
- Develop and maintain documentation for key financial processes.

6. Budgeting

- Lead the annual budgeting process.
- Partner with ministry leaders to develop effective budgets.
- Monitor departmental spending throughout the year.
- Prepare variance analyses and recommendations.

7. Leadership Support

- Serve as a trusted advisor to the Executive Pastor.
- Provide financial insight during strategic planning.
- Serve as a resource to ministry leaders by providing financial guidance and helping them understand the financial impact of operational decisions.
- Participate as a collaborative member of the Operations team.

Qualifications

Required

- Bachelor's degree in Accounting, Finance, or a related field.
- 5+ years of progressively responsible accounting or finance experience.
- Strong understanding of GAAP.
- Experience with budgeting and financial reporting.
- Strong analytical, spreadsheet, and financial systems skills.
- High integrity and discretion.

Preferred



RIVERSIDE

- CPA or CMA.
- Experience in nonprofit or church finance.
- Experience with church management or nonprofit accounting software.
- Experience coordinating audits.
- Experience managing construction or capital projects.

Expectations

- Live and lead in alignment with the mission and values of Riverside Church.
- Be highly organized and communicate financial concepts clearly to non-financial leaders.
- Enjoy serving others and build trust across departments.
- Improve systems and processes without creating unnecessary complexity.
- Balance attention to detail with practical, timely decision-making.
- Demonstrate humility, integrity, and a servant's heart.
- Maintain flexible scheduling with regular on-site presence to support staff, leadership meetings, and key financial processes.
- Anticipate increased workload during annual budgeting, external audits, year-end close, and major capital initiatives.

Success in the First Year

The successful Director of Finance will:

- Deliver timely monthly financial reports.
- Complete the planned external audit with minimal findings.
- Improve financial reporting for ministry leaders.
- Document key financial processes.
- Strengthen internal controls where needed.
- Build trusted relationships across the church.
- Lead an effective annual budgeting process.

Summary

The Director of Finance safeguards the financial health of Riverside Church—providing accurate reporting, strong internal controls, and trusted financial guidance so ministry leaders can steward resources wisely and focus on making disciples.