



## **Position Opening: Co-Finance Director**

**Volunteer Position Title:** Co-Finance Director  
**Supervisor(s):** Lead Pastor & Executive Director  
**Department:** Trustee

### **MISSION**

Founded in 2000, Zion Community Church is a community-focused church based out of Philadelphia, PA. Our mission is to lead individuals to Christ so that they can experience authentic redemption and be set free. We aim to be a community-focused church that puts the love of Christ into action.

This is a part-time volunteer position. Interested candidates should please email a cover letter and resume in pdf form to [office@zionphilly.com](mailto:office@zionphilly.com).

### **General Position Description**

Under the supervision of the Lead Pastor and the Executive Director, The Co-Director of Finance has the responsibility of ensuring the Church's financial operations are processed and reported accurately and with integrity. This will include but not be limited to responsibility for the oversight, management, and leadership in the areas of finance, internal control, and auditing for the entire ministry. The successful accomplishment of this position supports the church's ministries for their use in furthering God's kingdom.

### **Responsibilities**

#### **Church Financial Operations**

- Manage all financial reporting
- Maintaining books and records
- Monitoring cash position
- Overseeing accounts payable
- Coordinating annual budget process and ongoing ministry budget review
- Assuring compliance with all federal state and local tax laws, arranging and facilitating audit work, including acting as liaison for auditors
- Overseeing bank reconciliations, coordinating relationships with investment managers and related investment reporting
- Managing payroll operations
- Maintaining church fixed asset records and supervising accounting volunteer staff

#### **Donor Operations**

- Oversee and report on weekly giving/tithing
- Reviewing annual giving
- Producing year end giving reports
- Maintaining tax reporting requirements



### **Reporting**

- Responsible for reporting to and liaising with the Board of Trustees and the Lead Pastor on a regular basis, including monthly meetings.
- Coordinate activities with the Administrative Director

### **Qualifications:**

- Associate's Degree required; Bachelor's Degree preferred
- Ability to deal effectively and tactfully with a wide variety of individuals – in person, over the phone and in writing.
- Warm, enthusiastic and welcoming to members and guests as expected in a Christian environment.
- Ability to work well with others – including members of the staff, congregation, guests and volunteers.
- Demonstrated high level of proficiency in MS Office Suite of Products (Word, Excel, and PowerPoint).
- Knowledge - or a willingness to learn - the church operating software.
- Excellent organizational skills, accuracy and attention to details. Must be able to manage processes.
- Versatility, flexibility and a willingness to adapt to changing priorities.
- Excellent written communication and presentation skills.
- Commitment to excellence and high standards.

All Zion Community Church Volunteers must be willing to undergo Criminal, FBI, and Child Abuse background checks which are free of charge. Interested volunteers must complete a new membership class and be willing to attend some training in order to execute their role successfully.

*Zion Community Church is an equal opportunity organization and does not discriminate against applicants or volunteers on the basis of race, color, gender, national origin, age, disability, political affiliation or veteran status. It is our policy to provide reasonable accommodation to qualified individuals with disabilities.*

Please send a cover letter and resume in pdf format to [office@zionphilly.com](mailto:office@zionphilly.com)