MITCHELL ROAD CAMPUS FINANCE DIRECTOR
Timeline & Considerations and Job Description

Campus Finance Director

Reports To: Executive Operations Director (EOD)

Direct Reports: Mitchell Road Presbyterian Church (MRPC) Accountant and dotted line from Mitchell Road Christian Academy (MRCA) Financial Director to this role.

Salary Range: $80,000–$85,000

Key Partners: MRCA Finance Director; Head of School; MRPC Accountant; HR and Payroll; IT; banking and financial partners; generosity team; risk management.

Attention, finance pros! We're looking for a highly skilled, detail-obsessed, ministry-minded Campus Finance Director with a great attitude, strong work ethic, and deep commitment to faithful stewardship. We want someone with significant professional experience in accounting, financial reporting, budgeting, forecasting, payroll, internal controls, and financial operations.

We're not looking for an accountant who can occasionally lead. We're looking for a financial leader who loves accurate numbers, clean processes, timely reporting, wise planning, and helping church leaders make sound decisions. Is that you?

Non-Negotiables

- Committed believer with a healthy and growing relationship with Jesus Christ.
- Personal character consistent with biblical standards for those serving the church.
- Demonstrated integrity, honesty, discretion, confidentiality, and trustworthiness in handling financial, employee, donor, and congregational information.
- Heart for ministry and a servant-oriented approach to supporting staff, leaders, and church members.
- Collaborative, relational, and committed to healthy teamwork across ministries and departments.
- Highly organized, detail-oriented, dependable, and able to manage multiple priorities accurately and on time.
- Sound judgment and the ability to communicate financial information clearly to both financial and non-financial stakeholders.
- Commitment to generosity, wise stewardship, accountability, and transparency.

What Makes You Ideal?

- 5-10 years of practical experience in accounting, financial operations, payroll, financial reporting, budgeting, and forecasting.
- MBA, CPA, CMA, Church Administration certification, or comparable advanced credential preferred.
- Bachelor's degree in Accounting, Finance, Business, or a related field required.
- Experience in nonprofit, church, ministry, or similarly mission-driven financial operations strongly preferred.
- Strong working knowledge of GAAP, internal controls, financial statements, payroll, tax reporting, benefits administration, and nonprofit or church compliance requirements.
- Demonstrated ability to lead budgeting, forecasting, cash planning, multiyear financial planning, and variance analysis.
- Proficiency in Microsoft Office, especially advanced Excel, Outlook, and Word.

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- Experience with accounting software, databases, payroll systems, online giving platforms, ChMS systems, and financial-system integrations.
- Ability to develop policies, procedures, approval workflows, responsibility matrices, and scalable financial processes.
- Experience supervising staff and managing professional relationships with banks, payroll providers, benefit administrators, insurers, auditors, and technology vendors.
- Mitchell Road membership preferred.

Essential Functions

- Lead the overall centralized finance operations for MRPC and shared finance work with MRCA, reporting to the Executive Operations Director.
- Lead annual budgeting, rolling forecasts, cash forecasting, and three- to five-year financial planning.
- Oversee financial operations, reporting, internal controls, reconciliations, disbursements, accounts payable, cash handling, online giving, general ledger activity, and financial systems.
- Partner with the current Senior Advisor, Finance & Operations to assume responsibility for financial reporting and analysis, including monthly reporting, variance analysis, dashboards, forecasts, and leadership recommendations.
- Partner closely with the MRPC Accountant and MRCA Finance Director to ensure accurate, timely, secure, and efficient day-to-day accounting processes, while respecting each ministry's defined decision rights.
- Supervise and develop the MRPC Accountant, including role clarity, goals, performance reviews, training, and cross-training. Coordinate with the MRCA Finance Director through the collaborative team model.
- Ensure audit or independent-financial-review readiness; oversee compliance with financial policies, GAAP, payroll and tax requirements, and applicable federal and state requirements.
- Oversee payroll, benefits accounting, banking, cash management, reserves, financing needs, insurance, and risk-management processes.
- Advise the EOD, Session, Diaconate, and MRPC ministry leaders on financial implications of operational, staffing, facility, and ministry decisions; coordinate with the Head of School and MRCA Finance Director on shared campus matters.
- Serve as staff liaison to the Diaconate specialty teams and prepare timely financial materials for governance and leadership meetings.
- Partner with the MRCA Finance Director to standardize workflows, reporting, controls, systems, and responsibilities between MRPC and MRCA.
- Improve financial policies, documentation, approval structures, records retention, system controls, and technology processes.
- Foster a culture of generosity, financial accountability, and wise stewardship throughout the church.
- Serve as the analytical driver for generosity and donor analytics, working hands-on with the generosity team and leadership to inform communications to the congregation.

MRCA–MRPC Collaboration

The Campus Finance Director provides functional leadership for centralized finance operations across MRPC and shared finance work with MRCA. This role establishes consistent accounting systems and procedures, internal controls and workflows, financial reporting standards and deadlines, reconciliations and month-end close processes, cross-training

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and backup coverage, shared budget-planning practices, and transparent allocation methodologies for shared and centralized costs.

First-Year Priorities

- Align financial reporting. Take ownership of financial-analysis responsibilities, establish a dependable monthly-close calendar, and deliver consistent leadership reporting, reducing reliance on the Senior Advisor, Finance & Operations.
- Clarify responsibilities. Create a written RACI-style matrix defining responsibilities for the financial staff.
- Assess and refine controls and documentation. Partner with the Senior Advisor, Finance & Operations to document essential financial workflows, including cash receipts, disbursements, payroll, reconciliations, online giving, approval limits, financial-system access, and month-end close.
- Assess and refine planning visibility. Support a clear annual budget process and establish a rolling forecast, cash forecast, and three- to five-year financial outlook.
- Review compliance and risk. Assess financial policies, insurance coverage, payroll and tax processes, benefits administration, vendor relationships, and prior financial-review recommendations. Maintain an action plan for improvements, and review, revise, and update financial policies and procedures as needed.
- Strengthen MRCA–MRPC collaboration. Establish the shared finance operating rhythm with the MRCA Finance Director, Head of School, and EOD, including shared systems and processes where appropriate, documented controls, cross-training, backup coverage, and clear accountability for ministry-specific decisions.

Work Environment & Physical Demands

This position operates in a professional office environment with moderate noise and routine staff and visitor traffic. The role regularly uses standard office equipment, including computers, telephones, printers, scanners, photocopiers, filing systems, and software platforms. The position requires the ability to sit or stand for extended periods and work effectively in an office setting. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Disclaimer

This position description is not intended to be a comprehensive list of every duty, responsibility, or activity required of the Campus Finance Director. Responsibilities, reporting relationships, and priorities may be modified or assigned as needed under the direction of the EOD.

How to Apply

Please submit a cover letter and resume to: tgoulet@mitchellroad.org