

## **Bon Air Baptist Church**

**Website:** [BABC - Bon Air Baptist Church](#)

**Job Description:** Director Finance and Operations (DFO)

**Immediate Supervisor:** Lead Pastor FLSA Status: Full-time, Exempt Location: On-Site, 2531 Buford Road, Richmond, VA

**Principal Function:** The DFO oversees all financial and operational functions of Bon Air Baptist Church, supporting the Lead Pastor in executing the strategic plan while ensuring all systems and resources align with the church's mission and values.

### **Key Responsibilities**

#### **Strategic Leadership**

- Support Lead Pastor in strategic plan execution with measurable employee goals
- Lead, coach, and assess staff across all operational areas
- Work with member-led teams on area management and budgets
- Develop and implement finance and operations policies, procedures, and manuals

#### **Financial Management**

- Direct daily financial operations: general ledger, contributions, payroll, accounts payable/receivable
- Support Stewardship Team in annual budget development and management
- Maintain chart of accounts with proper internal controls and segregation of duties
- Prepare monthly/annual financial reports with variance analysis and commentary for Lead Pastor
- Oversee bi-weekly payroll processing and all church receipts verification
- Perform monthly bank reconciliations and coordinate external audits
- Review/approve all expenditures and contracts over \$10,000
- Ensure tax compliance and prepare annual 1099s and donor statements
- Support Endowment Team and stewardship initiatives

#### **Operations Oversight**

- Communications/Media: Manage communications and media strategy to ensure they align with BABC vision
- Facilities: Oversee building maintenance, security, and third-party vendor management
- Human Resources: Manage recruiting/onboarding, policies, benefits, performance evaluations, and staff development in coordination with the Personnel Team

- Food Services: Oversee volunteer teams for weekly meals and special events
- Office/IT: Manage office operations, Administrative Coordinator oversight, and IT vendor coordination
- Banking: Coordinate with the local bank, oversee online banking, and credit card processes
- Volunteers: Recruit volunteers for finance/operational areas and assist teller teams

### **Professional Development**

- Attend NACBA meetings, CMS conferences, and relevant professional development
- Stay current with financial/operational technologies and best practices

### **Qualifications**

#### **Required:**

- Mature relationship with Jesus Christ aligned with BABC mission and values
- Bachelor's degree in business, finance, accounting, or related field
- Five years proven track record of leading finance and operations functions, with experience in church or nonprofit environments strongly preferred
- Skilled in financial analysis and oversight, with significant experience managing budget structures.
- Proven team leadership and strategic implementation abilities
- Excellent communication and organizational skills
- High integrity, confidentiality, and professionalism
- Proficiency in Microsoft Office Suite
- Ability to pass background, reference, and credit checks
- Cannot be a member of Bon Air Baptist Church. This does not preclude joining the church if desired.

#### **Preferred:**

- Master's degree, CPA, or Church Administrator Certification, or willing to acquire certification within 2 to 5 years
- Experience with Shelby Financials and church management systems

Benefits Package: Medical, Dental, Life/AD&D, STD/LTD insurance premiums paid by the church. Eligible for vacation, holidays, sick pay, and 403b retirement matching plan.

Accountability Reports to Lead Pastor with annual performance reviews. Works collaboratively with Church Council, Stewardship Team, and Personnel Team.

**To Apply Email resumes to [raquel.maye@bonairbaptist.org](mailto:raquel.maye@bonairbaptist.org)**