

**Job Posting:
Director, Finance & Operations**

245 Lexington Road
Waterloo, Ontario N2K 2E1
Ph. 519.885.5330
www.wmbchurch.ca



WMB Church is a Christian covenant community with a main site in Waterloo, Ontario, and a second site in Kitchener, Ontario. WMB is passionate about the creative expression of Christ's mission in our neighbourhoods, city and world. We are called by God through Jesus Christ to make more and better disciples of all people by calling them to join us in responding to God's love through repentance, baptism and love for God and neighbour.

Our Vision:

To be a people transformed by Jesus Christ, with faith to change the world.

Our Mission Focus:

Neighbours - Generations - Marginalized

Director, Finance & Operations

Position Overview:

The Director, Finance & Operations, holds a key role on the Senior Leadership Team, reporting to the Lead Pastor, providing expertise and direction over church operations in the areas of finance, human resources, and (multi-site) facility management. A strong financial acumen, HR experience, a team-oriented approach and a proven ability to contribute to, and execute in support of, strategic direction are necessary in this role.

Primary Position Responsibilities:

- Lead and manage all financial aspects of the organization
- Develop and maintain financial statements and related controls, processes and policies
- Prepare the annual budget through departmental consultation and in support of the Leadership Board's Finance Committee governance mandate
- Manage the acquisition of capital assets, ensuring that they are properly recorded, amortized, and disposed of as appropriate
- Oversee the bookkeeping function and ensure the maintenance of complete and accurate supporting information for all financial transactions
- Liaise with external auditors
- Execute all technical (hard) human resource activities such as hiring, leaves, terminations, time off, staff review procedures, pension and benefits, health and safety, etc.; ensure compliance with government regulations
- Oversee the development and implementation of operational procedures, systems and guidelines for all aspects of ministry and operations
- Manage and oversee compliance with all operational policies, including but not limited to, the Employee Handbook and Keeping Safe (Plan to Protect); aid the Lead Pastor in their responsibility to ensure compliance with Board policies
- Manage the prioritization of repairs and upgrades to WMB properties as part of the current and future Capital Project(s) taking into account the significant budget impact, insurance and general scope of these decisions
- Oversee the daily use and maintenance of facilities, purchases and upkeep of all technology required for the operation of the church and its ministries
- Supervise 4-5 members of the Operations team (bookkeeper; IT contractor; custodian; Director, Hospitality & Staff Culture)

Only qualified candidates from Canada and the US will be considered for this role. Successful candidates will be required to sign an employment agreement which includes agreement to live out the Mennonite Brethren Confession of Faith.

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Required Skills:

- Working knowledge of accounting principles and financial reporting, ideally in a not-for-profit environment where the use of budgeting and fund accounting are relevant
- Working knowledge of standard HR processes, including recruitment, performance management, payroll and benefits, administration and employee relations; familiarity with provincial and federal HR legislation and guidelines as applicable
- Proven ability to manage multiple tasks, under strict timelines, while being highly detailed and organized
- Proven solution-oriented problem solver, adaptable in stressful situations with tight timelines
- Clear communicator in both oral and written form - able to express ideas well, explain concepts and inspire others to join and follow you
- Able to work with a diverse group of people, negotiating relationships professionally and lovingly while holding people accountable as a supervisor
- Reliable and personally responsible, performing work in a timely, consistent manner, arriving prepared for meetings and committed to doing the best job possible
- Proficient in Microsoft Office suite

Qualifications:

- Must have a deep, growing personal faith in Jesus Christ, support the [Confession of Faith of the Canadian MB Conference](#) and be willing to become a covenant Member of WMB Church
- Bachelor’s Degree in Business or other related field is required, with preference given to those with a relevant professional designation (e.g. CPA)
- A minimum of 8 years’ experience as a senior leader, with financial responsibility and direct reports
- Proven track record of effective leadership, judgement and decision making
- Display strong moral character, honesty, humility and integrity

Benefits:

WMB Church offers a comprehensive benefits plan including RRSP, extended health and dental for permanent employees.

In Brief:

Position:	Director, Finance & Operations
Allotted hours per week:	40-45hrs (full-time position)
Starting Wage:	\$70,000+ (based on experience)
Reports to:	Lead Pastor
Fiscal Responsibility:	Oversee all church finances
Sphere of Influence / Scope of Care	Entire congregation / Staff Team
Level of Responsibility with Congregation:	Financial & HR Reporting, Facility Management
Term of contract:	Permanent after probationary period

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This is a permanent position beginning February 2019. Please email your cover letter (specifying how your skills meet the position requirements), resume, and contact information for three references to Lisa Matthews, Executive Assistant to the Lead Pastor. Please submit applications by January 31, 2019. Review of applications will commence January 15, 2019, and will continue until the position is filled.

Attention: Lisa Matthews, Executive Assistant to the Lead Pastor
WMB Church
245 Lexington Rd. Waterloo, ON N2K 2E1
Email: lisamatthews@wmbchurch.ca Phone: 519.885.5330 x244

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