

Director of Finance

First Presbyterian Church of Lakeland, FL

Approved by Session: April 2026

1. Position Title

Director of Finance

2. Position Purpose

The Director of Finance exists to steward the church's financial and human resources with integrity, transparency, and strategic foresight. This role ensures that the church's operational foundation is healthy and compliant, providing the professional HR leadership and financial clarity necessary for ministries to flourish in alignment with the church's mission.

3. Ministry and Discipleship Alignment

This position supports the Master Plan of Discipleship by ensuring the church remains a faithful and sustainable steward of the resources entrusted to it. By managing the "business" of the church with excellence, the Director of Finance creates a stable environment where pastoral and program staff can focus on spiritual formation and mission.

The Director of Finance contributes to discipleship by:

- Supporting mission sustainability through meticulous budget oversight, financial reporting, and long-range planning.
- Supporting leadership development by providing ministry leaders with the financial guidance and tools needed to manage their resources effectively.
- Supporting staff health through professional human resources administration, benefits management, and compliance with employment laws.
- Ensuring institutional integrity by maintaining high standards of confidentiality, transparency, and accountability to the Session and corporate officers.

4. Reporting Relationship

- Reports to: Pastor/Head of Staff
- Accountability: Accountable to the Session and corporate officers
- Works collaboratively with: Director of Operations, pastoral staff, and various church committees
- Status: Full-Time (1.0 FTE)
- Classification: Exempt

5. Primary Responsibilities

A. Financial Management and Oversight

- Develop and oversee all financial policies, procedures, and internal controls.
- Prepare and monitor the annual budget, providing regular forecasts and projections.
- Manage cash flow, banking relationships, investments, and the annual audit process.
- Oversee all accounting functions, including payroll, accounts payable/receivable, and contributions.

B. Human Resources Administration

- Direct all HR functions, including hiring, onboarding, terminations, and staff development.
- Administer employee benefits programs and maintain the employee handbook.
- Ensure full compliance with employment laws, regulations, and workers' compensation.
- Coordinate the annual performance evaluation process and personnel record retention.

C. Strategic Leadership and Support

- Participate in church-wide visioning and long-range strategic planning.
- Provide financial insights and reporting to the Session and relevant committees.
- Support ministry leaders with ongoing financial guidance and scholarship administration.

6. Authority and Decision-Making

- Decision-making authority includes financial policy implementation, accounting workflows, and HR administration within established guidelines.
- Strategic financial decisions and budget approvals are made in coordination with the Session and Pastor/Head of Staff.

7. Qualifications

- Required: Bachelor's degree in Accounting, Finance, or Business Administration (preferred) ; significant experience in financial management and HR administration.

- Preferred: Experience in a church or faith-based nonprofit setting.
- Skills: Proficiency in accounting systems and Microsoft Office; strong understanding of employment law.

8. Preferred Competencies

- Servant-hearted and collaborative approach to ministry support
- Detail-oriented with a systems mindset
- Relationally grounded and emotionally mature
- Flexible and calm in a dynamic, time-sensitive environment
- Committed to the mission and discipleship life of the church

9. Expectations for Conduct and Faithfulness

- Models Christian character, humility, and professionalism in all relationships
- Supports the mission, values, and discipleship pathway of the church
- Works collaboratively with staff, volunteers, and leaders across ministry areas
- Exercises discretion, trustworthiness, and respect in handling sensitive information

10. Work Schedule and Status

- Regular weekday office hours
- Active participation in staff meetings and collaborative planning rhythms

11. Evaluation and Development

- Performance is evaluated annually by the Senior Pastor/Head of Staff