

Position: Director of Operations

Location: First Church Williamsport | Williamsport, PA

Hours: Full-Time

Purpose

The purpose of the Director of Operations is to manage the day-to-day operations of First Church in a manner that upholds and reflects the mission statement of First Church.

Primary Responsibilities

Finance

1. Staff representative to Lead Council, Endowment Committee, Scholarship Committee, Investment Committee
2. Oversee compliance with Internal Control Procedures
3. Supervise Staff Accountant, Head Counters, Financial Secretary
4. Assure proper recording and acknowledgment of all gifts as per IRS guidelines
5. Administer Electronic Giving program / Electronic Giving web page
6. Oversee yearly budget development
7. Involved in yearly stewardship campaign and/or capital campaigns. Acknowledge and track all commitments.
8. Approve all payables, sign all checks and review all deposits/bank statements/financial reports. Archive as per IRS guidelines.
9. Manage relationships with all credit vendors.
10. Endowment: request funding for ministry areas, assure recording of all restrictions with regard to wills & bequests. Create quarterly Endowment report and annual Endowment letter.
11. Oversee financial operations of the First Nursery School

Facilities

1. Supervise Facilities Manager
2. Oversee utilities contracts.
3. Understand and implement Liability policy, report and manage claims
4. First contact for North Campus tenants

Office

1. Supervise Office Manager
2. Information Technology – Computers, Server, Network oversee all upgrades/diagnostics/repair/purchase
3. Set up/creation of new office space
4. Oversee records retention as per IRS guidelines



Human Resources

1. Process new employees
2. Oversee personnel files / keep up to date
3. Understand and implement Employee Handbook
4. Verify timesheets for payroll / verify accuracy of payroll & deductions
5. Process bi-weekly direct deposit
6. Administrate lay employee benefits – health/pension
7. Work with SPRC chair on annual staffing budget

Other

1. First contact for weddings (details/scheduling/collection of fees)
2. Complete Church Conference reports (Financial Audit, Pastoral Salary worksheets, complete annual statement Bureau of Corp.)
3. Supervise: Director of First Nursery School
4. Member of Leadership Team, Lead Council

Details

- 1) Supervisor is the Lead Pastor
- 2) Position benefits, procedures, etc. to be done in accordance with the Church's Employee Handbook
- 3) All Safe Ministry Clearances including PA State Police, PA Child Abuse, and FBI Fingerprinting must be received on all employees
- 4) Compensation is reviewed and recommended to the Lead Council by the Staff Parish Relations Committee on a yearly basis
- 5) All job descriptions are subject to change

