



## Open Position: Senior Director of Accounting & Finance

### Position Details:

Organizational Role:	Grace Community of Tyler (Early Education - 12th; Church)
Reports To:	Executive Pastor of Operations & Administration
Salary/Exempt:	\$100-125K
Full-time:	Full-Time (40 hours)
Office / Remote (% of each):	80% / 20%
Office Location:	3105 University Boulevard, Tyler, Texas
Work Days:	Monday through Friday; some meetings are outside of office hours

### Job Description Summary

The Senior Director of Accounting and Financial Services is a leadership position under the direction of and reporting to the Executive Pastor of Operations & Administration. The Senior Director is a key contributor to the strategic financial health of the organization, a decision-maker related to all traditionally accepted accounting practices, and exhibits a strong emphasis on Christian ministry and non-profit requirements.

She or he will direct all finance-related programs and initiatives for Grace Community of Tyler. There is strong collaboration required in this role due to the scope of work on behalf of the school and church, and the broad constituency of parents, congregants, vendors, and others that will interface with this leader and the respective team members.

The ideal candidate will have expertise in delivering financially responsible solutions within budgets created annually for churches based on weekly contributions and schools based on enrollment (tuition-based) and other giving. Importantly, she or he will possess a deep understanding of the nuances of a faith-based 501c3, maintain and prepare for changes to appropriate agencies and other accounting reporting, and have an orientation toward the future financial well-being of all Grace Community organizations.

### Who You Are

You are enthusiastic about Jesus, accounting and finance, and people! You seek to use your gifts in service to God and a robust four-campus church ministry and three-campus school, infant to grade 12. The idea of leading a talented accounting team makes you happy, especially as Grace continues to see growth in all aspects of the ministry.

Order and accuracy are part of your work love language, and problem-solving might be a favorite sport. Month-end makes you happy as you finish one thing and start again. GAAP are important, and when bumped up against actual practices, seeking resolution when needed, and identifying ministry-needed efficiencies, you see a sweet spot in service.

Your care for people is paramount, and accounting is the backdrop. All that is achieved at Grace is through God's provision and employees, families at church and school, and students remain the focus for doing your best work to honor Him.

## Who We Are

Grace Community of Tyler is a non-denominational, multi-campus Christian church and school seeking to find someone to serve as our Senior Director of Accounting and Finance. We believe in *being and making disciples*. We are a community of believers focused on authentic faith while not being too concerned with the externals of religion. This means we act the same way on Monday as we do on Sunday. We desire to be wholeheartedly committed to the Worship of God, intimately connected to the Community of Believers, and fully engaged in the Mission of the Gospel.

### Staff Benefits:

- Generous Health Benefits:
  - pre-funded HSA
  - Medical
  - Dental
  - Vision
  - Life insurance
- 403(b) plan with employer matching funds up to 3%
- Wellness care
- Robust PTO
  - Vacation
  - Holiday
  - Sick pay
  - Floating holidays
- Tuition Assistance (guidelines apply)

### Other benefits that impact our staff culture:

- Monthly staff lunches
- Weekly prayer time
- New office space
- A culture of genuine love and tangible support
- Professional and personal development

### Education Required:

Undergraduate degree in finance, accounting, or related field with a focus on financial oversight

Master's degree in finance or accounting

CPA in good standing, ideally in the State of Texas—experience in lieu of a CPA will be considered

### Skills and Abilities:

#### Software Requirements:

*If unfamiliar with current software, candidates must represent ability to learn within 90-days of hire.*

- Shelby: Church Accounting software
- PEX: Debit Card used by staff
- Google Workforce / Suites
- Paychex Flex: Payroll
- Leadr: Staff Development
- Blackbaud



## About Grace Community of Tyler

Grace Community of Tyler is the umbrella organization for Grace Community Church (one church with three campuses in Tyler and one in Lindale), Grace Community School, and Grace Early Education. Grace Community of Tyler employs over 450 people with a combined budget of \$25 million.

Grace Community Church is focused on authentic faith while not being too concerned with the externals of religion. We are committed to becoming people who are actively involved in worship, intimately connected in community, and passionately engaged in God's mission. As one church meeting in multiple locations, we believe we have a unique ministry in East Texas.

Grace Community offers a business casual dress code, weekly staff prayer meetings, serious pursuit to make disciples for Christ, and culture whereby God is Father, Jesus is Savior, and the Holy Spirit transcends. A competitive benefits package, well-being care, and commitment to spiritual growth and personal and professional development are just a few examples of leadership priorities for staff support and engagement.

Grace Community School's mission is to assist Christian families in educating, equipping, and encouraging their children to influence the world for Christ. Our school is home to more than 1,000 students in JrK through 12th grade and offers an outstanding education where the whole student is developed according to his or her gifts, talents, and passions. We want to equip students to discover and live out God's unique purposes for their lives.

Grace Early Education opens our doors each day to 450 children, and from the playground to the classroom we apply Christ-centered love for children to truly educate and grow them into who God made them to be. We seek to provide holistic care, helping children grow spiritually, emotionally, and intellectually.

## A little bit about Tyler, Texas

Centrally located in Smith County in East Texas, about 95 miles east of Dallas, Tyler is one of the best places to live in Texas. Surrounded by piney woods, it offers residents a dense suburban feel. Many families and young professionals live in Tyler, and most residents own their homes. Here you'll find Tyler Junior College, Texas College, and The University of Texas at Tyler, multiple top-rated public and private schools, and a thriving, top-notch medical community, including a new UT Health Medical School coming in 2023.

Tyler, often called "Rose City", is a wonderful place to live, work, and play. Here you'll find beautiful roses, azalea trails, charming brick streets, antique shops and local museums, unique dining and cozy coffee spots, scenic lakes and first-class golf courses, and much more. And you are just a short trip away from big cities such as Dallas, Fort Worth, and Houston. It's a great place to call home!

