

Director of Finance and Church Administration January 2020

The Director of Finance and Church Administration has primary responsibility for the financial operations, facility maintenance, and IT support for the church. This role also supports the Executive Pastor in human resource management of the church. The Director is accountable to the Executive Pastor and shall work closely with all other members of the church staff and lay officers, with a particular responsibility to the Church Treasurer, Trustees, Board of Stewards, and as required, the Staff Parish Relations Committee in order to carry out the necessary business of the Church in an efficient and harmonious manner. Maintain financial records of the church to protect and preserve assets, maintain adequate internal controls, and implement policies established by the Finance Committee.

Reports to: Executive Pastor

Supervises: Coordinator of Facilities, IT support position, Financial Secretary

Specific Duties shall include but not limited to:

1. Serve as the principal fiscal officer of the Church and custodian of financial records including confidential reports of all contributions. As required, serving as strategic liaison with givers to the Church.
2. Oversee and manage the fiscal operations of Faith UMC ensuring that proper controls and procedures conform to applicable laws, accepted accounting practices, and approved procedures of the Finance Committee. All controls and procedures should be appropriately documented and ensure separation of duties for financial controls.
3. Oversee controls to ensure recording of all revenue of the church by the financial secretary as outlined in the Financial Secretary's job description
4. Oversee controls to ensure execution of all payment for all liabilities of the church. as outlined in the Financial Secretary's job description.
5. Ensure timely Preparation of financial reports and analysis for the church's leadership teams, as outlined in the Finance Secretary's job description.
6. Prepare and present analytics for stewardship and giving trends, spending trends based on historic financial records. Optimize the church's cash management and cash strategies.
7. Serve as a resource and liaison to the Board of Stewards, attending meetings and assisting in the carrying out of their activities and programs as requested.

8. Provide leadership and direction to staff and church leaders in the preparation of the annual budget and stewardship campaigns.
9. Record and file all appropriate forms related to the federal, state, and municipal tax matters, including verification of tax-exempt status where appropriate, payroll information, and tax filings.
10. Support the Executive pastor in review, change and implementation, as necessary, the Church's employee policy and procedure manuals
11. Oversee payment of the conference and district office apportionments and benevolence payments by the Financial Secretary.
12. Cooperate with the Finance Committee in the conduct of an annual internal audit and any other audit as undertaken
13. Serve as liaison to the Board of Trustees, attending meetings and assisting/ coordinating with the any necessary repairs or routine maintenance as well as IT needs, upgrades and equipment necessary for conducting church business and maintaining safe and secure Church facilities
14. With Trustee guidance develop and implement a strategic plan for the long-term maintenance care of the facility as well as IT strategy and needs.
15. Perform annual review of facility insurance needs and work with Trustees to implement changes if necessary, to policies, types of coverage and premiums.
16. Other such duties as may be assigned by the Executive Pastor or Lead Pastor.