

# ST. ANDREW UNITED METHODIST CHURCH

## Job Description Form



Department		Administration	Job Title	Finance Director
Latest Revision Date		March 3, 2010	Reports to	Executive Director of Operations
Grade	11	Type of position:		Hours <u>40</u> / week
		<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern		<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt

### GENERAL DESCRIPTION

Provides overall Financial/Accounting support for the church. Responsible for accurate and efficient management of Finance department while utilizing church database effectively.

### KEY RESPONSIBILITIES

- Effectively manages and supervises Finance/Accounting staff
- Maintains records of contributions and prepares monthly and/or quarterly reports of contribution as required by management
- Ensures accurate processing of Account Receivable and Accounts Payable
- Ensures efficient processing of contributions, including processing stock transfers
- Reconciles monthly bank statements in a timely manner
- Effectively completes month-end and year-end close; and submits information to appropriate church leadership
- Prepares weekly, monthly, annual financial reports as needed by leadership
- Prepares audit schedules and acts as liaison with external auditors
- Works effectively with volunteers in the accounting area such as money counters
- Ensures payroll is processed timely and accurately including completion of federal and state tax returns, year-end 1099's and W-2's
- Provides necessary checks and balances in financial areas to protect church interests
- Creates and maintains an up to date procedure manual
- Serves as church liaison with Finance Committee
- Effectively completes church budgets and forecasts
- Performs other financial duties and assumes other lawful financial responsibilities as assigned
- Other duties as assigned

### EXPERIENCE REQUIREMENTS

- Advanced knowledge of Accounts Payable, Account Receivable, Fixed Assets, Payroll, General Ledger, Balance Sheet, Profit & Loss Statement
- At least 2 years of previous supervisory experience in Financial setting
- Non-profit accounting experience

### KNOWLEDGE AND SKILL REQUIREMENTS

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| <ul style="list-style-type: none"> <li>• Excellent communication skills, verbal and written</li> <li>• Advanced computer skills including knowledge of Windows, Word, Excel,</li> <li>• Detail-oriented problem solver and excellent organizational skills</li> <li>• Active CPA License</li> </ul> | <ul style="list-style-type: none"> <li>• Excellent interpersonal skills and a team player</li> <li>• Accurate management of multiple assignments under close time constraints</li> <li>• Knowledge of Shelby Database and SQL preferred</li> </ul> |
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**PHYSICAL REQUIREMENTS** Office work including kneeling, bending, standing, sitting for extended periods. Must be able to lift up to 40 pounds

**SCHEDULE REQUIREMENTS** Flexibility to work after office hours and telecommute, as needed

**EDUCATION REQUIREMENTS** Bachelor's Degree in Accounting

**WORKING CONDITIONS** Must be able to work with ongoing temporary construction of building