

## Job Description

**Job Title:** Director of Finance

**Reports To:** Senior Minister

**Position Status:** 0.4 FTE, Exempt. The Director of Finance position is 16 hours per week.

***The First Religious Society Unitarian Universalist is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.***

**On-site Work Expectations:** This position is to be on-site when necessary and for scheduled staff meetings. Some work may be done remotely at the direction of the Senior Minister. Some evening and morning meetings, mostly remote, may be required.

### **Core Responsibilities**

#### **FINANCIAL ADMINISTRATION & MANAGEMENT**

- Develop and maintain a thorough knowledge of the church's financial practices, policies, and procedures.
- Manage the financial operations of the church.
- Work closely with the Parish Board, Ministers, and Staff on the development and management of the church budget.
- Prepare monthly budget reports including variance analysis for the Finance Committee and Parish Board.
- Complete the bi-weekly payroll, financial recordkeeping, payment of taxes and filing of related reports, and any other accounting services that might be required.
- Provide oversight of the timely and accurate accounting functions as carried out by other team members and/or external service providers. Including accounts payable; receipt, collection, and timely deposit of church funds; and tracking of donor pledges.
- Manage the church's relationships with external vendors, including financial institutions.
- Manage FRSUU relationships with pension, medical, and other benefits providers.
- Work with the Board's HR Committee to review benefits packages and suppliers.

### **Required Knowledge, Skills, and Abilities**

The Director of Finance should have the following knowledge and skills:

- Demonstrate strong, hands-on experience working with QuickBooks and Excel.
- Excellent organizational and communication skills.
- A bachelor's degree is preferred.
- 5+ years of relevant work experience.
- Prior financial management experience.
- Church/non-profit experience with non-profit accounting valuable.

### **Compensation**

The prorated salary for this is \$29,520 based upon the successful candidate's qualifications and experience. (Prorated for a 0.4 FTE position).