

# Hamilton Mill United Methodist Church

## **JOB DESCRIPTION**      **Title: Finance Director**

Supervisor:                    Associate Pastor  
Direct Report(s):            N/A  
Annual Leave:                Refer to employee handbook guidelines.  
Salary:                         As recommended by Senior Pastor and the Leadership Board

**General Description:** The Finance Director is directly responsible for the administration of all financial and business operations of the church. This position manages all aspects of the accounting and payroll processing functions that support all ministries of the church. This includes responsibility for financial budgeting, reporting and stewardship management. This position is part of a staff leadership team and is expected to collaborate with staff, church leadership and congregants on a regular basis.

### **Abilities:**

- 1) Commitment and devotion to the Christian mission of the United Methodist Church
- 2) Advanced knowledge of accounting and payroll processes.
- 3) Advanced knowledge of fund accounting system software functionality.
- 4) Advanced knowledge of accounting, payroll and human resource standards, tax laws and regulatory changes that may impact the church's finances.
- 5) Ability to prepare and generate various financial reports to support the staff and ministry.
- 6) Ability to organize and maintain financial records for efficient operation of the church.
- 7) Ability to communicate effectively with staff, church leadership and congregants.
- 8) Ability to analyze and interpret financial data and make strategic recommendations.
- 9) Ability to work independently.

### **Experience:**

- 1) Proficiency with computerized financial accounting programs or systems (e.g. QuickBooks) and Microsoft Office suite.
- 2) Experienced in the management of all financial operations, including accounts receivable, accounts payable, payroll and purchasing.
- 3) Experienced with fund accounting.
- 4) Experienced in the preparation and oversight of annual budgets for a church or other non-profit organization.
- 5) Experienced with management of donations to a church or other non-profit organization and their associated tax regulations.
- 6) Experienced with internal control policies and procedures.
- 7) Bachelor's degree or equivalent work experience in accounting, finance or related field preferred
- 8) CPA certification is desirable but not required.

### **Duties and Responsibilities:**

- 1) Manage all financial operations of the church including accounts receivable, accounts payable, payroll and purchasing.
- 2) Implement and maintain generally accepted accounting principles to ensure accurate tracking and reporting of church finances.

- 3) Prepare monthly and yearly financial reports for church leadership including income statements, balance sheets, and cash flow statements.
- 4) Review all data input to ensure entries are posted to the appropriate account.
- 5) Work in coordination with key ministry personnel and the Leadership Board to develop and manage the annual operating budget for the church.
- 6) Oversee bank reconciliation processes to ensure accuracy and identify any discrepancies.
- 7) Manage retention of financial records generated within the department in compliance with regulatory requirements and best business practices.
- 8) Manage vendor accounts for best pricing in accordance with purchasing policy procedures.
- 9) Manage and reconcile all credit card purchases by church ministries.
- 10) Review all contracts executed by HMUMC with vendors prior to engagement. Maintain HMUMC contracts collection.
- 11) Review all grant applications to ensure ability to comply with grant reporting requirements.
- 12) Review reimbursement expenses made by appropriate staff to ensure accuracy and compliance with the church reimbursement policy.
- 13) Administer completion and collection of all necessary documents for newly hired personnel.
- 14) Perform tasks and special projects to ensure compliance with annual audit requirements and internal control policies as necessary.
- 15) Remain current with generally accepted accounting standards, tax laws, and regulatory changes that may impact the church's finances and payroll processes.
- 16) Supervise and mentor finance department personnel/volunteers when needed.
- 17) Maintain confidentiality and integrity in handling sensitive financial information.
- 18) Model personal behavior and a lifestyle consistent with Christian faith and principles.
- 19) Other duties as assigned.

**Work Environment:**

- 1) Monday-Thursday (8:00 am – 5:00 pm) Operational Support during business hours
- 2) After Hours/Evenings as needed to meet critical financial deadlines or to attend meetings with the Leadership Board or other committees/events, as necessary.
- 3) Some local travel should be expected.