

POSITION DESCRIPTION
Saint John's Episcopal Church

Position Title: Finance Director

Accountable To: Rector

Position Overview: To manage, direct and provide clear direction for the administrative functions of the Church in a professional manner that supports Saint John's Episcopal Church's Mission, Vision and Values. These functions include, but are not limited to, Finance, Human Resources, Office Administration and Risk Management.

Hours: 30 Hours a week

Specific Areas of Responsibility:

1. Business/Finance Management

- a. Manage the Church's accounting office by assuring that generally accepted accounting principles are followed. This position makes deposits, issues checks, creates general ledger entries, and other typical accounting duties.
- b. This position also manages financial reports, budgets, payroll, membership contribution accounting, accounts payable and receivable and stewardship functions.
- c. With the Finance Committee chairperson and Treasurer, develop and present the annual budget for Vestry and parish approval.
- d. Consult with and advise the Rector on business and administrative matters that affect the parish.
- e. Assists the endowment and planned giving programs.
- f. Assist in the preparation of the Annual Report and the Church's Parochial Report.
- g. Oversee investment, banking, billing, loan administration and payment procedures.
- h. Annually review insurance policies to assure adequate Church coverage.
- i. Maintain the churches accounting software: ACS
- j. Monitors and communicates with various ministries regarding their designated funds.
- k. Prepares the monthly Financial Statements and Commentary for the Finance Committee and Vestry.
- l. Supervises Finance and Administration Assistant.

2. Human Resources.

- a. Serve as a resource for personnel matters, including benefits, compensation, contracts, salary plans and wage and labor issues.
- b. Assure that all procedures are in written form and followed by staff.

- c. Knowledge of safety issues, to reduce the Church's liability issues and to reduce Worker's Compensation claims.
3. Other Duties as Assigned.
- a. Maintain contact with Supervisor, maintaining work schedule and meeting all required deadlines.
 - b. Complete any other duties as assigned.
 - c. Attend internal and external meetings as needed.
 - d. Be available on weekends for any type of emergency back-up work.

Qualifications

1. Bachelor's degree in Business Administration or a related field, with five (5) years of relevant work experience. Experience in supervision of staff and volunteers.
2. Aptitude, knowledge and experience with computers and computer systems, along with all other office equipment.
3. Must understand and agree with the Mission, Vision and Values of Saint John's Episcopal Church and be willing to work in a Christian Environment.
4. Understanding of generally accepted accounting practices and reporting procedures as required within a non-profit setting. Basic Knowledge of accounting to oversee financial reporting for the Church.
5. Proficiency in Microsoft Excel, ADP payroll, and purchase order systems
6. Understanding of payroll and benefits administration, current employment laws and environmental/OSHA regulations.
7. Must be flexible, with the ability to communicate effectively and deal with a wide variety of people in a variety of settings.
8. High degree of organizational skills, accuracy, ability to work independently and proven problem solving and troubleshooting abilities. The ability to "think outside the box" to resolve issues as they arise and comfortable with decision-making.

Benefits:

Salary, Medical Insurance, Life Insurance, AD&D, Retirement Package