

FINANCIAL DIRECTOR

Purpose: To implement, oversee, and insure appropriate accounting standards are maintained for the smooth financial operations of the church, provide for accurate interpretation of the financial status at any time, and insure that the church is in compliance with IRS and ECUSA standards.

Reports to: Rector and the Treasurer/Chair of the Finance Committee of the Vestry; communicates and consults with the Parish Administrator.

Annual Review: Rector, Treasurer/Chair of Finance after consultation with Parish Administrator

Paid Position? **Full time** **Part time** or **Ministry**

Specific responsibilities of this position include:

Monthly

- Review month-end financial statements and reconcile church checking account
- Prepare Treasurer's Report and Balance Sheet for distribution to Finance Committee and Vestry
- Review Trial Balance to monitor reserves and designated accounts
- Analyze income and expenses in comparison to budget; notify Rector, Treasurer, and Parish Administrator of any budgetary concerns

Quarterly

- Prepare year-end reports, including the financial portion of the Parochial Report, and analyses for auditors, Finance Committee, and Vestry
- Work with Church Treasurer, Parish Administrator, and Stewardship Chair during the Stewardship Campaign, preparing special reports, analyses, and spreadsheets
- Annual Budget: in collaboration with the Finance Committee, develop a clear and concise budget presentation format and form in preparation for formal presentation to the Vestry, Staff, and Lay Leadership; meet with Committee Chair to assist with information and resources necessary to develop their budgets; enter budget data into computer and verify accuracy and balance; estimate income probabilities and employee benefits for the following year.

As Required

- Verify availability of funds for Purchase Order requests and send to Parish Administrator for approval
- Produce special financial reports and analyses
- Review pledges and balances to insure accurate posting
- Research and review current tax and financial information to insure church compliance with rules and regulations
- Attend appropriate continuing education seminars to maintain current financial information
- Assist with other duties related to the finances of the church and serve as a resource person for legal and business matters for the church

- Make deposits and maintain bookkeeping records for priests' Discretionary Funds
- Receive all monetary, physical, and in-kind Memorial gifts; maintain Memorial gift records; direct gifts to appropriate church personnel for use. Insure acknowledgement of all memorial gifts.

