

First Presbyterian Church
**Director of Finance and
Administration**
Position Description

Date Approved: 11/17/2009
Revised Date: October 27, 2020
Exempt

Summary:

The Director of Finance and Administration will work directly with the Session, Senior Pastor/Head of Staff, appropriate officers, and committees of the church. The Director of Finance and Administration is responsible and accountable for the professional, fair and equitable management and oversight of administrative and support functions of the church. The Director of Finance and Administration shall provide administration that emphasizes service to church staff, membership, the Session and committees in a manner that reflects well on the church of Jesus Christ and First Presbyterian Church.

Qualifications:

Bachelors degree in Business Administration or related field preferred, or successful and significant experience in management, supervision and /or administration. Large church experience is desirable. Must be proficient in the use of accounting software, Microsoft Outlook, Word and Excel.

Accountability:

Reports directly to the Pastor/Head of Staff. Is accountable to the Pastor/Head of Staff, corporate officers, and the Session of the church.

Duties and Responsibilities:

It is the responsibility of the Director of Finance and Administration to keep the Pastor/Head of Staff and the Session informed of any significant administrative issues affecting the ministry and well-being of the church. The Director is responsible for the management and oversight of the following day to day functions of the church. The position is subject to other duties as may be designated.

Administrative Activities/Functions/Policies/Procedures

- Supervise Director of Little Shepherds Preschool, Financial Assistant, Administrative Coordinator, Maintenance & Repair Technician, and Technical Director
- Participate in church visioning and long range planning
- Oversee maintenance, retention, and disposal of church records
- Monitor facility operations manual
- Coordinate and supervise IT functions including the purchase of hardware, software, and support services.
- Attend session and related committee meetings
- Provide support to committees & ministries

- Research and provide information to staff, session and committee as requested

Church Finances Including Budgeting

- Develop & oversee financial policies and procedures
- Develop and monitor annual budget
- Monitor cash flow and investments
- Manage and oversee various accounting functions including bank deposits, payroll, accounts payable, online giving, contribution statements, financial statements, month and year end functions
- Coordinate financial audit process
- Prepare financial forecasts and projections
- Oversee offering counting teams
- Process donated securities
- Consult with banking and investments advisors

Human Resources Including Staff Development

- Conduct staffing needs assessment
- Develop and maintain accurate job descriptions
- Oversee hiring and qualifying of support staff
- Coordinate employee handbook
- Oversee benefits administration
- Administer workers compensation claims
- Maintain personnel files
- Coordinate performance evaluation process
- Provide support to staff

Manage Church Assets Including Property & Equipment

- Develop and maintain facility use policy
- Oversee fixed asset inventory and control
- Maintain church data bases
- Coordinate and oversee facility, vehicle and equipment maintenance, purchases, and contracts
- Oversee purchasing of supplies and services
- Coordinate equipment disposal and replacement
- Plan capital improvements, additions, or projects

Risk Management, Safety, Security and Compliance

- Develop and administer safety/security policies and procedures
- Select safety/security systems
- Maintain facility access control
- Coordinate safety/security training
- Maintain appropriate insurance coverage
- Maintain required governmental licenses and certificates
- Oversee compliance of employment laws and inspections

Knowledge, Skills and Abilities:

- Strong organizational, verbal and written communication skills; ability to multi-task and make responsible decisions; good proof-reading and editing skills are helpful
- Strong interpersonal skills; ability to work well with other staff members and volunteers
- Self-motivated, ability to work independently with little supervision, and the ability to work under deadline
- Responsible in handling sensitive and confidential information and situations

Work Hours:

This is a full-time position. Normal work hours are 8:30am to 5:00pm, Monday through Friday; including evening Session and committee meetings as scheduled.

Performance Review Period:

Performance review will be conducted annually by the Senior Pastor/Head of Staff.