

Davidson United Methodist Church
P.O. Box 718
233 South Main Street
Davidson, NC 28036

POSITION DESCRIPTION: Executive Director of Finance and Operations
Date Prepared: _____ Date Approved by SPRC: _____

STATUS: Full-time, Salaried, Exempt

HOURS: 40 Hours per week

BENEFITS: Medical & Dental Insurance, 403(b) Retirement Plan, Continuing Education Allowance

General Purpose of Position:

The Executive Director is responsible for the performance of financial and operational initiatives of DUMC. Operations include all administrative aspects of the organization, including financial oversight, ministry support activities such as facilities, IT, Human Resources, Communications office equipment, and policies, procedures.

Organizational Relationship and Supervision:

The Executive Director reports to the Senior Pastor. The Senior Pastor, in cooperation with the Staff Parish Relations Committee, provides an annual evaluation of the Executive Director's performance. This position provides direct supervision to the Senior Accountant, the Facilities Manager and Communications Director. The Staff-Parish Relations Committee will set employment policies and procedures and act on employment issues.

Key Tasks and Responsibilities:

- Manage Human Resources of Church, including but not limited to Employee Handbook, Job Descriptions, Salary Pay Bands, Recruiting Staff, Staff Development and Training, On-Boarding & Exit Interview Processes and Annual Staff Evaluation
- Oversee all HR and organizational policies and procedures including payroll and benefits
- Manage policies and procedures
- Employee Benefits Administration, Benefits Renewals and Benefit Reports for church insurance
- Oversee Financial Management, including approval of annual budget and monthly accounting, check signing
- Oversee Communications channels for the church
- Oversee the management of the church Facilities
- Review and submit Charge Conference Reports
- Oversee insurance and risk management, ensuring best-practices, State and Federal regulatory compliance.

- Staff Liaison along with Senior Pastor to Stewardship Committee, Capital Campaign committee, Finance Committee, Trustees, Staff Parish Relations Committee, Administrative Council, Leadership Advisory Team and any other meetings as requested by the Senior Pastor
- Lead Financial forecasting and financial analysis
- Works under direction of Senior Pastor
- Work with Sr. accountant to complete statistical report for conference
- Other roles and tasks as assigned

Skills and Attributes:

- Ability to work collegially with staff members and volunteers
- Intermediate experience in MS Excel, database management, and MS Word
- Strong organizational skills
- Strong oral and written communication skills

Experience Requirement:

- Bachelor's degree required; MBA or CPA preferred.
- Previous experience in Church setting, preferred
- 10 + years of operational, administrative, financial and ministry leadership experience
- Experience in business management, accounting or related field is required
- Extensive experience of managing people in a dynamic workplace required

Soft Skills:

- Ability to think critically, including the ability to research issues if needed and ask questions
- Confidentiality is required
- Willingness to take on new tasks with a high level of difficulty
- Ability to work independently and as part of a team
- Strong work ethic
- Excellence in customer service in dealing with church members and volunteers
- Possesses strong character, wisdom and discernment.
- Integrity