

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

POSITION DESCRIPTION:

Director of Administration & Finance

Date Prepared:

January 10, 2021

Date Approved by SPRC:

January 11, 2021

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 Director of Administration & Finance will be a strategic thought partner of, and report to the Senior Pastor. The successful candidate will be hands-on and a participative manager who will lead and develop a team supporting all administrative aspects of the organization, including finance, budget, human resources, administration, facilities, communication and information technology.

The Director of Administration & Finance plays a critical role in partnering with clergy and ministry leadership for strategic decision making and operations as Davidson United Methodist Church continues to enhance ministry.

Organizational Relationship and Supervision:

The Director of Administration & Finance reports to the Senior Pastor. The Senior Pastor, in cooperation with the Staff Parish Relations Committee, provides an annual evaluation of the 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 and further develop the human resources functions of Church, enhancing professional development, compensation and benefits plans, performance evaluation, training, recruitment and conflict resolution.
- Manage all HR and organizational policies and procedures including payroll and benefits
- Ensure that recruiting processes are consistent and streamlined, in conjunction with the Staff Parish Relations Committee and Administrative Council.
- Employee Benefits Administration, Benefits Renewals and Benefit Reports for church insurance
- Coordinate with and participate with the Senior Accountant to analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial

statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program accounting.

- Coordinate the annual audit process, liaise with the external auditors and the Finance Committee, assess and effect any changes necessary.
- Coordinate all day-to-day operations and church business administration.
- Manage the annual budget and planning process in conjunction with the Senior Pastor, Senior Accountant, Finance Committee, administer and review all financial plans and budgets; monitor progress and changes; keep leadership team informed of Church's financial health. Manage organizational cash flow and forecasting.
- Effectively communicate and present critical financial matters to the Finance Committee, Senior Pastor, and staff as necessary.
- Effectively coordinate the day-to-day financial operations of the Church ensuring appropriate fiscal control measures are in place.
- Oversee Communications channels for the church
- Oversee the management of the church Facilities
- Review and submit Charge Conference Reports
- Manage 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
- Works under direction of Senior Pastor
- Work with Senior Accountant to complete and submit all statistical reports for conference in a timely manner.
- Will help establish a church and staff vision in collaboration with the senior pastor and lay leadership
- 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.
- Seven to ten years of professional experience; ideally six plus years of broad financial, human resources and operations management experience.
- The ideal candidate has experience and final responsibility for the quality and content of all financial data, reporting and audit coordination for either a church or non-profit organization, and has previously overseen human resources functions.
- 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
- Be a professing Christian in a current church fellowship