

**JOB TITLE:** Director of Finance**FLSA STATUS:** Exempt**HOURS PER WEEK:** 32**SALARY:** \$63,000-\$67,000**PREPARED DATE:** January 2022**REPORTS TO:** Senior Pastor

**SUMMARY:** In partnership with the Senior Pastor and church leadership, oversee all accounting and financial needs for the church. The Director of Finance is the key financial liaison to the Treasurer, Finance Committee, Senior Pastor and church leadership (Session). Opportunity to work both in an office environment and from home (if desired) with flexible work hours. MIPC is a healthy working environment with wonderful staff and volunteers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:****1. General**

- Serve as Accounting System Administrator
- Understand all aspects of General Ledger Accounting
- Manage and process marketable security and wire transfer donations
- Act as financial liaison for employee benefits
- Serve as the liaison with outside CPA as needed
- Help plan and implement annual Stewardship campaign
- Help maintain church policies
- Serve as insurance liaison for church property and auto

**2. Weekly**

- Supervise weekly contribution processing and input into the general ledger
- Process Accounts Payable

**3. Monthly**

- Perform semi-monthly payroll processing and tax payments
- Perform monthly general ledger close, bank reconciliations
- Prepare monthly financial statements and analysis
- Report church financials at monthly finance meetings
- Manage and monitor monthly cash flow and budgets by departments
- Ensure Special Funds Reporting is in adherence to Special Funds Policy
- Prepare approximately 1,000 Giving Statements (3x/year) to send to contributors and members.
- Act as the contact for donation questions
- Serve as the financial liaison for employee benefits
- Provide financial information to the Foundation

**4. Quarterly**

- File Form 941 with IRS
- File L&I quarterly reports
- File WA Family Leave reports

**5. Annually**

- Prepare Annual Financial Statements and Annual Report
- Prepare all documents and gather supporting documentation for annual audit
- Work with staff and Finance Committee to prepare the Annual Church Budget
- Provide financial reporting to Presbytery
- Calculate and record annual depreciation and Fixed Asset accounting
- File Forms 1099
- File Forms W-2
- Set up General Ledger for next year

**QUALIFICATIONS:**

Skills and Competencies required to perform job:

- A love and care for God and the Church
- Demonstration of solid accounting and financial skills
- Ability to communicate with people of all ages over the phone and via email
- Demonstrate kindness and patience with church members and vendors
- Extensive experience with Excel and Word Software
- Experience with Shelby Accounting Software or other equivalent software
- Experience working in a volunteer or paid capacity with a church or faith-based organization
- CPA (*preferred*)
- Non-profit and Fund Accounting experience (*preferred*)

**PHYSICAL DEMANDS OF THE ENVIRONMENT:**

The physical demands and work environment described below represent the activities and surroundings of the positions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is a position associated with the operations of this church. It requires some attendance during core business hours. Position requires frequent use of a computer and exposure to a normal physical office environment with a moderate noise level. The employee is frequently required to talk and hear on the telephone and in person with individuals and groups. The employee may carry materials/equipment weighing up to 30 lbs. on occasion. The employee is required to read and respond to documents in hard copy and electronic form.

**BENEFITS:**

Health Insurance

403(b) retirement contribution (after 1 year)

11 paid holidays

Two weeks paid vacation

Two weeks paid sick leave