

## **CHURCH OF THE SAVIOUR UNITED METHODIST JOB DESCRIPTION**

**Position:** Director of Administration & Finance  
Full-Time Position

**Accountable to:** Senior Pastor

**Job Summary:** The Director of Administration & Finance will oversee the church staff and the day-to-day operations of the church to maintain an organized environment that is operating in a smooth, efficient and spiritually uplifting manner. The Director of Administration & Finance has supervisory responsibility for all administrative, financial, office and building maintenance functions. This person must possess gifts of administration, organization, confidentiality, and inter-personal relationships with pastors, staff, members, and visitors.

### **Spiritual Requirements:**

- Be a committed follower and believer of Jesus Christ, seeking to love and serve God and the church using the gift of administration and financial management.
- Understand and be able to champion and uphold the mission and values of Church of the Saviour United Methodist.
- Commitment to personal spiritual growth and healthy lifestyle.
- Considers this position a ministry, not a job.
- Personally practices healthy relational boundaries and fiscal integrity.

### **Areas of Responsibility:**

#### **Administration and Operations**

- Direct daily activities of the church staff.
- Supervise Office Administrator, Building Scheduler, Building Administrator, Communications Director and MNS Director
- Prepare and release correspondence to staff, visitors, regular attendees, and members when appropriate.
- Oversees all internal software systems.
- Serve as the secretary of the annual charge/church conference.
- Maintain membership rolls and other important data in accordance with the United Methodist Church policies.
- Attend staff meetings as set by the Senior Pastor.
- Perform other duties as assigned by the Senior Pastor.

## **Finances**

- Work with our third-party accounting firm to oversee all financial management and accounting and ensure adherence to fiscal controls and procedures.
- Maintain financial contribution records, provide quarterly and annual statements, and prepare other contribution correspondence.
- Assist church members with their contribution records.
- Enter and maintain contribution pledges.
- Prepare and send pledge acknowledgement letters.
- Prepare and send acknowledgement letters for stock, IRA, grant, in-kind, memorials.
- Coordinate with Senior Pastor for special offerings.
- Recruit, supervise, train, schedule, and nurture volunteer offering count team.
- Oversee payments to vendors and approve invoices.
- Schedule and attend monthly financial review with accounting firm.
- Review and provide monthly financial reports and provide analysis to the Servant Leadership Board and Finance committee.
- Serve as an active member of the Finance committee.
- In conjunction with the Finance committee chair, communicate financial information to the congregation.
- Provide reports and financial analysis requested by the Servant Leadership Board, standing committees, or the Senior Pastor for the preparation of the annual budget, to assist with the annual finance campaign, or to assist with any capital campaign.
- Periodically perform audit of the church's finances.
- Work collaboratively with our audit firm to complete the annual audit.
- Serve as an active member of Endowment Committee.
- Serve as an active member of the Montgomery Nursery School Board.

## **Human Resources**

- Coordinate day-to-day human resources including but not limited to personnel policies, regulatory compliance, and open enrollments.
- Maintain compliance with all government and denominational agencies, including but not limited to all taxes, worker's compensation, health savings accounts and flexible spending plans.
- Perform any background checks that may be required for Church of the Saviour employees and volunteers and secure said results in a confidential manner.
- Process bi-weekly payroll through payroll company.

- Maintain employee handbook in conjunction with the Staff Parish Relations Committee.

### **Membership**

- Track visitors through the visitation levels as needed based on attendance patterns.
- Share first time visitor information with hospitality team each week.
- Maintain records, produce reports/mailings and facilitate communication for each new member class.
- Attend new member classes.

### **Job Qualifications and Experience**

- Bachelor's degree is required or demonstrated combination of education, training, and experience.
- 1-3 years of prior administrative experience is required.
- Possess strong organizational and team building skills.
- Possess excellent written and oral communications skills.
- Must be proficient with Microsoft Office and have a working knowledge of computer systems. Must have the ability to learn and utilize church database.
- Demonstrated ability to:
  - o Recruit, train, and nurture effective teams of volunteers.
  - o Collaborate effectively with church staff and church community.