

Job Description for **Director of Finance**

Reports to: Senior Pastor | Status: Full-Time; In-Office 32 Hours/Wk Min 32 Hours| FLSA: Exempt
Directly Oversees: All Financial Services for the Church and Christian Learning Center

**Ministry Overview and Church Brief:**

Dalton First United Methodist Church is seeking an individual who nurtures a rich spiritual life to provide excellent management and stewardship of ministry finances. The Finance Director reports to the Senior Pastor and is accountable to the Staff-Parish Relations Committee. The Director will be responsible for leading, strategizing, and executing all financial/accounting and payroll operations. This role provides leadership and stewardship for the financial resources required for the effective and efficient implementation of the ministries, operations, and daily functioning of the church. This position works closely with the Finance Chair and Committee to provide information and support as requested.

Dalton First United Methodist Church is a storied congregation with a legacy of ministry spanning more than 175 years. The strong and large congregation is located in Dalton, Georgia. Dalton is a vibrant community considered by many as “The Flooring Capital of the World” and “Soccer Town, USA.” As a United Methodist Church,we exist to “Make Disciples of Jesus Christ for the Transformation of the World” and our philosophy for all ministries is "Open Hearts, Open Minds, and Open Doors.” We embrace new wineskins while building on deep foundations of ministry. We seek to share the Gospel and expand God’s Kingdom by bringing grace to the community to which God has called us.

**Essential Functions:**

* Coordinate the development and continual maintenance of the annual church budget.
* Serve as the primary liaison to the church’s Finance Chair and Committee.
* Serve as the primary liaison to the church’s Endowment Chair and Committee.
* Prepare financial reports with content and format approved by the Finance Committee for all meetings. Engage in forecasting by analyzing data to predict future financial outcomes, aiding planning and decision making.
* Perform church banking services as required and in keeping with processes approved by the Finance Committee, Endowment Committee and/or Board of Trustees.
* Analyze insurance coverage periodically and make recommendations as to adjustments in limits and coverage for property, liability, health, and welfare benefits. Solicit and evaluate bids for insurance and recommend the preferred carrier.
* Ensure that accurate accounting records are maintained, including accounts payable and receivable, payroll, general ledger, monthly income statement and balance sheet, bank accounts, investment and tax reporting, and individual contribution records.
* Prepare financial reports for the Finance Committee, Endowment Committee, Administrative Council, Christian Learning Center Directors, Annual Charge Conference, and other entities as requested.
* Ensure all contracts, purchases, invoices, and services are procured and performed in a timely manner to the benefit and satisfaction of the church.
* Prepare for and assist the Certified Public Accountant in the audit of church funds and other resources and management of those resources.
* Recommend to the Finance Committee and Christian Learning Center Advisory Board any internal controls needed to assure the fiscal integrity of finances and monitor compliance with approved controls.
* Work with the Senior Pastor to strategically plan and manage an annual stewardship campaign.
* Ensure all payroll is processed accurately and in accordance with the established schedule.
* Maintain all employee personnel files related to payroll records and history of employment.
* File all federal and state employer tax forms.
* Aid in completing End-of-Year reports for the Annual Conference.
* Perform other duties as assigned by the Senior Minister and/or Committee Chairs.

**Other Responsibilities:**

* Participate in weekly tactical ministry staff meetings.
* Participate in called strategic ministry meetings.
* Routinely meet for one-on-one coaching and ministry review with Senior Pastor.
* Effectively support other staff members in their leadership of ministries.
* Pursue and participate in continuing education opportunities.
* Be a life-giving and engaged participant in standing church programs and worship services.

**Minimum Qualifications:**

* Minimum of five years of related experience
* Excellent understanding and experience in Microsoft Office and accounting software systems.
* Embrace the Mission, Vision, Values and Strategy of Dalton First United Methodist Church.
* Familiar and comfortable with Wesleyan Theology.
* Successfully pass background check and drug screening.

**Core Competencies:**

Self-starter: Demonstrates drive and work-ethic that fully invests one’s self in the ministry of the church.

Mission ownership: Demonstrates understanding and full support of the mission, vision, values and beliefs of the congregation by consistently behaving in a manner congruent with them and supportive of them.

Relationship building: Generates sense of approachability; fosters natural connections between others; supports culture of welcoming and connection in life of congregation; practices appropriate boundaries and confidentiality.

Process Management: Can visualize the larger picture of where ministry is heading; good at figuring out the key objectives, process(es) and resources necessary to get things done; self-motivated in providing direction and communication in accomplishing achievable goals; can simplify and create realistic policy, timeline and infrastructure; decides in a timely manner and takes action to keep larger picture in mind while tending to details.

Volunteer Management: Identifies, recruits and engages people in their areas of giftedness, skills and passions for volunteer positions; clearly and comfortably delegates both routine and important tasks and decisions; establishes clear expectations, providing training for each role; provides regular and ongoing feedback, development and appreciation about performance; creates a climate in which people want to do their best; makes each individual feel that their work is important.

**To Apply:**

This is a full-time position of 32 hours per week. Compensation includes salary, benefits and support for continuing education. Make application by sending your cover letter and resume with references to Search Committee Chair Laura Orr (orr3769@gmail.com).