

Trinity United Methodist Church

Director of Finance

Job Description

The Director of Finance ensures the financial integrity and effectiveness of Trinity United Methodist Church by managing all financial operations, reporting, human resources processes, and supervising facilities maintenance. This role is vital in stewarding church resources with transparency and accountability, aligning with Trinity's purpose: Love God. Love People.

Position: Director of Finance

Reports to: Senior Pastor

Personal Values:

- Commitment to personal faith and active discipleship.
- Embodies Trinity's core values: belonging, faithfulness, growing, making an impact, people, and scripture.
- Passionate about contributing positively to Trinity's mission and community.

Qualifications:

- Bachelor's degree in finance, accounting, business administration, or equivalent relevant experience.
- Minimum three years of finance or accounting experience, preferably in nonprofit or church environments.
- Proficient in financial software, accounting systems, payroll processes, and compliance requirements adaptable to Trinity's platforms.
- Completion of Safe Sanctuary training and passing a background check.
- Familiarity with United Methodist Church polity and financial standards is preferred.

## Responsibilities:

### Financial Management:

- Oversee all accounting processes, including accounts payable, receivable, contributions, and payroll.
- Manage payables and receivables, ensuring timely processing and reconciliation.
- Ensure accurate recording and allocation of contributions, manage giving statements, and reconcile online and stock donations.
- Conduct monthly reconciliations for bank accounts, petty cash, expense cards, and investment accounts.
- Participate with volunteers weekly counting and deposit of offerings following Trinity's policies and guidelines for secure handling of money.

### The Trinity Foundation Financial Administration:

- Manage financial transactions between church and Foundation accounts.
- Maintain detailed records of restricted and unrestricted Foundation funds.
- Prepare monthly financial reports and act as liaison to the Foundation Committee.
- Manage Foundation grant processes and related correspondence.

### Financial Reporting:

- Prepare and present monthly financial analyses and reports for the Finance Committee and Leadership Board.
- Attend Finance Committee meetings, providing insight and recommendations.
- Prepare required annual reports to the conference.
- Provide financial data and analysis for the Senior Pastor and church staff as requested.

### Budget & Stewardship:

- Coordinate and oversee the annual pledge campaign, accurately managing records in CHMS.

- Partner with staff to create the annual church budget, conducting ongoing financial analysis, and monitor spending.
- Prepare quarterly budget updates for Leadership.
- Prepare and distribute quarterly financial statements to church members/participants.

#### Payroll & Human Resources:

- Process payroll semi-monthly, maintaining accurate employee compensation records.
- Ensure compliance with tax requirements, clergy W-2 forms, and independent contractor 1099 filings.
- Complete Workers' Compensation True-Up reports.
- Manage employee onboarding procedures, background checks, record-keeping, and HR policy updates.

#### Compliance & Policies:

- Regularly update financial and human resources policies ensuring internal controls and compliance.
- Confirm adherence to legal, ethical, and organizational standards in all financial operations.
- Schedule and arrange financial audit as outlined in "The Book of Discipline."

#### Facilities Management:

- Supervise building and grounds staff, monitoring maintenance progress, repairs, and associated expenditures.
- Ensure effective stewardship and upkeep of church property and facilities.

#### Additional Responsibilities:

- Develop and manage the annual finance budget, controlling expenses within approved guidelines.
- Perform other tasks and duties as assigned by the Senior Pastor.