



Collierville United Methodist Church

Vision: Reaching out to transform lives by extending God's love to all.

Job Description

Director of Finance

Classification: Exempt

Report to: Senior Pastor

Date: 5-1-2023

Summary

The person in this position should be a committed Christian Disciple. Under direct supervision this position manage finances and accounting operations providing information, primarily financial in nature, about all church activities that will assist leadership in making educated economic decisions about the church's future. This position also coordinates and directs work flow with church staff, office secretaries, and volunteers to support the programs of CUMC.

Essential Functions:

1. Budget Analysis in coordination with all departments
2. Maintain and develop all church financial recordkeeping
3. Reconcile all accounts on a monthly basis
4. Monthly Audit
5. Oversee Payroll, Accounts Payable and Accounts Receivable
6. Quarterly 941 Forms
7. Directly assist in Sunday offering count
8. Analyze Contribution Process
9. Approve Purchase Orders for all purchases
10. Retail Financials for Common Cup: Sales Tax, Business Tax, Credit Card Processing, etc.
11. Work with the Senior Pastor and Director of Operations with Human Resources responsibilities
12. Staff Ministry Partner: a. Finance Committee b. Endowment Committee
13. Assist and Advise: Administrative Board - by virtue of office
14. Assist Endowment Committee with Estate donations
15. Office Managerial Duties:
 - a. Supervise church secretarial staff
 - b. Coordinate and assist staff with secretarial needs
 - c. Ensure office forms, procedures, and updates are maintained for distribution
 - d. Ensure attendance records for program ministries are up to date
 - e. Ensure maintenance of office equipment and supplies replenished
 - f. Make bank deposits

Mission: To Know Christ and to Make Him Known



Collierville United Methodist Church

Vision: Reaching out to transform lives by extending God's love to all.

- g. Submit yearly budget for office needs
- 16. Other duties as assigned by Senior Pastor

Competencies

1. Financial Management
2. Technical Capacity
3. Performance Management
4. Ethical Conduct
5. Personal Effectiveness/Credibility
6. Communication Proficiency
7. Thoroughness
8. Collaboration Skills
9. Flexibility
10. Confidentiality

Supervisory Responsibility

This position supervises the Finance and Administrative Staff.

Work Environment

This position operates in a professional church office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. It also contains special production equipment folding and cutting machines.

Position Type and Expected Hours of Work

Full Time (includes after-hour meetings, and periodic Sunday evenings)

Required Education and Experience

1. Degree in Accounting and/or
2. Experience in a related field

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

Mission: To Know Christ and to Make Him Known



Collierville United Methodist Church

Vision: Reaching out to transform lives by extending God's love to all.

This job description has been approved by the following necessary levels:

Direct Supervisor _____ Date _____

Staff Parish Relations _____ Date _____

Employee Signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____