



FIRST CONGREGATIONAL CHURCH OF DARIEN

14 Brookside Road, Darien, CT 06820

www.uccdarien.org

Job Description

JOB TITLE: Director of Finance

REPORTS TO: The Senior Minister
Works closely with the Board of Stewards Chair and Church Administrator

STATUS: Part-Time Exempt, Salaried, 29 hours per week

SALARY: \$32 per hour, no benefits

PRIMARY OBJECTIVE:

The Director of Finance is a focal point of the financial aspects of the Church organization. This person should view his/her work as an important, confidential ministry. The Director of Finance is responsible for the day-to-day financial operations of the Church, including the accounting for the revenue and expenditures, all outreach efforts, and maintaining the financial records thereof.

CHURCH RESPONSIBILITIES:

Disbursements:

1. Receive invoices, obtain department chair approvals, and process for payment. Record all payments in Quick Books.
2. Obtain I-9 forms for non-corporate vendors.
3. Manage & record cash disbursements (i.e., petty cash).
4. Release of restricted funds on a monthly basis for Capital Expenditures and other designated expenses.
5. Coordinate with Board of Outreach chair regarding disbursements to Outreach designated recipients.
6. Remit quarterly payments to Our Church's Wider Mission (OCWM). Calculate Proportional Giving Amount per OCWM and submit to Outreach for approval.
7. Account for and disburse funds to special offerings throughout the year.

Receipts:

1. Process deposits and enter in Quick Books.
2. Record receipts based on income type (pledge, plate, rent, restricted gifts, etc.).
3. Monitor donations for special events/fundraisers (i.e., Concerts, Memorial Garden Fund) and disburse funds to designated charity or restricted fund.
4. Keep track of department designated receipt funds (Youth Group, Flowers, Deacon's events, etc.).

5. Accept online payments through Breeze Church management system and record weekly transfers to bank accounts into Quick Books.
6. Set up funds in Breeze online system to account for fundraisers/special events and monitor online payments received per activity. Report summary to department chairs.
7. Monitor Square Up credit card payments received for special events, keep track of payments by fund and communicate to appropriate department chair.

Stock Gifts:

1. Provide members with instructions for making stock donations.
2. Communicate with investment firm to liquidate stock positions.
3. Calculate value of stock donations based on average stock trading price on date of receipt.
4. Prepare tax acknowledgement letter and mail to donor.
5. Input stock pledge in Quick Books.

Payroll:

1. Run bi-monthly payroll through Paychex system and make required journal entries on Quick Books.
2. Manage employee payroll deductions for health benefits, loans, 403b contributions, etc.
3. Make corresponding payments to UCC for employee fringe benefits and pension contributions.
4. For new hires, obtain onboarding paperwork including Form W-4 and input tax preferences on payroll system.
5. Ensure proper tax treatment of employee earnings.
6. Reconcile quarterly form 941's with employee payroll, taking into account separate tax treatment for pre-tax deductions and minister's pay.
7. Provide payroll information to outside services for Worker's comp audit and any outside funding sources.
8. Input weekly timesheets for hourly employees, and obtain approval for payment for substitutes and section leaders.

Budget:

1. Work with Board of Stewards and Department Chairs on annual budget setting including forecasts for all pledge, plate and rental revenue and operating expense items.
2. Obtain Board of Stewards approval for amounts to be transferred annually from restricted (TIFF) accounts. Complete paperwork and submit to TIFF Investment Services to process request for fund withdrawal. Issue funds to Operating, Outreach and Memorial Garden accounts.

Reporting:

1. Prepare monthly financial statements for Operating & Restricted accounts.
2. Issue quarterly budget vs. actual reports for Department Chairs (Deacons, Music, CE, Outreach).
3. Obtain copies of monthly bank statements for House Tour and Women's Association and include balances in monthly financial statements.
4. Research monthly variances from budget; prepare reports for Board of Stewards.
5. Attend Board of Stewards monthly meeting and present summarized report on financial statements, pledge receipts, and overall financial performance.
6. Calculate 10% of pledges and transfer to Outreach account on a monthly basis.
7. Prepare annual statistical reports for UCC Annual Report; prepare reports for FCC Annual Report.
8. As needed prepare financial forecasts of revenues, expenses, and draw down of Capital Maintenance and Reserve Fund accounts.
9. Perform monthly bank reconciliations on checking and money market accounts.

10. Perform monthly reconciliation of investment accounts (Wall Street Access, TIFF). Make appropriate allocation of investment activity to funds, and make entries to Quick Books.
11. Prepare tax exempt applications for vendors.
12. Complete Church member form requests for tax exempt payroll deductions – gifts to Church.

Accounting Matters:

1. Communicate with outside auditors regarding audits, reviews, internal controls and reporting requirements.
2. Seek guidance from outside auditors and UCC contacts regarding payroll tax reporting, DOL correspondence and financial reporting.
3. Set up and monitor internal controls to ensure safeguarding of Church assets.
4. Perform monthly bank reconciliations on Church operating and money market and restricted operating and money market accounts.

Miscellaneous:

1. Collect forms for employee onboarding including payroll tax forms, health insurance, and annuity.
2. Communicate with UCCIB (i.e., to enroll/discontinue staff in health benefits and annuity plans, cessation of employment).
3. Update annual salary report with UCCIB to report staff annuity amounts.
4. Complete paperwork for annual Worker's Comp audit including staff payroll reports and forms 1099.
5. Maintain all files, bank records and statements in Church office.
6. Issue handwritten acknowledgement letters for special donations (fundraisers, gifts, memorial donations).
7. Complete paperwork for annual review of Building Insurance policy (and full appraisal every 10 years).
8. Maintain system of files of vendor invoices, reimbursements, insurance payments and policies, bank statements, payroll records and investment account summaries.
9. Printing Outreach letters for year-end giving, printing and enclosing checks, addressing and mailing the letters.

Pledge Campaign:

1. Accept mail in pledge cards and record on pledge campaign system.
2. Order pledge envelopes, assign numbers, label, and distribute to Church members.
3. Supervise Assistant Treasurer in her duties related to Pledge.
4. Respond to church member requests for pledge payment information.

QUALIFICATIONS:

- Associate's Degree in Accounting, a Bachelor's Degree is preferred.
- Accounting and financial control expertise.
- Strong knowledge of payroll and tax systems.
- Excellent budget management—experience with Quickbooks and Excel (essential) and Breeze Church Management System (preferred).
- Computer expertise.
- Strong communication skills.
- Strong organizational skills and attention to detail.
- Degree of professionalism and confidentiality.
- Ability to take direction and work with a team.

EQUAL OPPORTUNITY EMPLOYER:

The First Congregational Church of Darien is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, age, sexual orientation, gender identity, national origin, veteran or disability status.

COVID-19 CONSIDERATIONS:

Facilities are open on a limited basis. All employees, members, and visitors are required to wear masks in commons areas. Time in the office is expected due to the confidentiality of records; the Director of Finance can have some flexibility to work from home as needed when approved by the Senior Minister.

TO APPLY:

We are only considering resume and cover letters submissions via email. All cover letters and resumes should be sent to FCCDJobSearch@gmail.com. Please name your documents as follows: RESUME-LAST NAME.PDF and COVER LETTER-LAST NAME.PDF. Resumes will be accepted until the position is filled.

Please visit www.uccdarien.org to learn more about The First Congregational Church of Darien.