

First Congregational Church of Darien
14 Brookside Road, Darien, CT 06820
www.uccdarien.org

Job Description

JOB TITLE: Treasurer (Finance Manager)

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

STATUS: Part-Time Exempt, Salaried, 20 Hours Per Week*
** Regular workdays are expected, but there is flexibility – there may be weeks when there are more hours needed (year-end) and weeks when there will be less (summer).*

SALARY: Salary range is \$36,000-\$38,000. Modest PTO is also offered.

PRIMARY OBJECTIVE:

The Finance Manager/Treasurer is a focal point of the financial aspects of the church organization. This person should view their work as an important, confidential ministry. The Finance Manager/Treasurer 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 approvals, and process for payment. Record all payments in QuickBooks.
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. Calculate Our Church's Wider Mission (OCWM) Proportional Giving dues and remit annual contributions.
7. Account for and disburse funds for special offerings throughout the year.

Receipts:

1. Process deposits and enter in QuickBooks.
2. Record receipts based on income type (i.e., 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. 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.
5. Accept online payments through Breeze Church management system and record weekly transfers to bank accounts into QuickBooks.

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 value at point of transfer or sale.
4. Prepare tax acknowledgement letter and mail to donor.
5. Input stock pledge in QuickBooks and in Breeze.

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. Update annual salary report with UCCPB to report staff annuity amounts.
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. Support staff and Board of Stewards in creation of annual budget.
2. Obtain Board of Stewards approval for amounts to be transferred 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. Manage cashflow of WSA restricted and unrestricted funds.

Reporting:

1. Attend Board of Stewards monthly meeting and present summarized report on financial statements, pledge receipts, and overall financial performance.
2. Prepare custom monthly financial statements for Operating & Restricted accounts.
3. Issue custom quarterly budget vs. actual reports for staff, Board of Stewards, and Church Council.
4. Research monthly variances from budget; prepare reports for staff and Board of Stewards.
5. Work with Church Administrator and staff to prepare annual statistical reports for UCC Annual Report.
6. Prepare custom reports for FCC Annual Report.

7. As needed, prepare financial forecasts of revenues, expenses, and draw-down of Capital Reserve.
8. Perform monthly bank reconciliations on checking and money market accounts.
9. Perform monthly reconciliation of investment accounts (Wall Street Access, TIFF). Make appropriate allocation of investment activity to funds, and make entries to Quick Books.
10. Complete Church member form requests for tax exempt payroll deductions – gifts to Church.

Accounting Matters:

1. Set up and manage regular audits when instructed by Stewards and be responsible for organizing all paperwork related to audit.
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 all Church accounts.

Miscellaneous:

1. Communicate with UCCPB (i.e., to enroll/discontinue staff in health benefits and annuity plans, cessation of employment).
2. Complete paperwork for annual Worker’s Comp audit including staff payroll reports and forms 1099.
3. Maintain all files, bank records and statements in Church office.
4. Complete paperwork for annual review of Building Insurance policy (and full appraisal every 10 years).
5. Maintain system of files of vendor invoices, reimbursements, insurance payments and policies, bank statements, payroll records and investment account summaries.

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. Ensure supply of blank giving envelopes in meetinghouse pews.
3. Supervise Assistant Treasurer in their 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.

TO APPLY:

We are only considering resume and cover letters submissions via email. All cover letters and resumes should be sent to jobsearch@uccdarien.org. 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.