

# Concord Trinity United Methodist Church

## Job Description

September 1, 2024

Position Title: **Director of Finance and Operations**

Classification: Professional

FLSA Class: Non-Exempt, Part Time 20-28 hours a week

**General Statement of Duties:** The Director of Finance and Operations oversees the financial and business operations of the church, including budgeting, accounting, payroll, and facilities.

**Reports to:** Lead Pastor directly and Church Leadership Council indirectly.

**Essential Duties and Responsibilities:**

Align policies and systems of the church's financial structure and operations to the vision and mission of Concord Trinity that is in keeping with the Book of Discipline, Missouri Annual Conference practices, legal requirements for corporations, and best practices of churches in general.

- Perform all bookkeeping duties and oversee the business management of all financial operations.
- Collaborate with teams to encourage new and creative income streams.
- Collaborate with staff and leadership to develop and communicate spending plans and needs.
- Report and communicate budget information with staff, leadership and other groups as needed for the smooth operation of each ministry area and to the congregation at large.
- Maintain employee data and payroll information, developing systems for payroll, PTO, taxes and 1099's.
- Prepare all year-end, audit, and other compliance reports.
- Be the contact point for all insurance needs and communicate any action items to the CLC. Inventory vital equipment and assets for insurance purposes.
- Provide direction and development of budgets for the management of facilities to achieve both short and long-term goals, including management of capital projects.
- Collaborate with the Lead and Executive Pastor to communicate and execute the mission and vision of Concord Trinity.

**Required Knowledge, Skills, and Abilities:**

- Commitment and enthusiasm for ministry and Concord Trinity UMC
- Strong knowledge of accounting principles, financial reporting, and budgeting
- Strong and effective organizational skills
- Able to problem solve and manage multiple priorities and deadlines
- Strong oral and written communication skills
- Ability to train individuals, build teams, and work collaboratively
- Proficient in QuickBooks and spreadsheets
- 5+ years of experience in business operations

**Preferred:**

- Degree in Accounting, Finance, Business Administration
- Experience in a church or non-profit is a plus