**St. Stephen’s Anglican Church**

Position Description

Title: Director of Finance

Reports to: Rector

Status: Part-time (25-30 hours/wk)

Date: January 25, 2021

Contact: The Rev. Clint Kerley

412.741-1790 or ckerley@ststephenschurch.net

Position Summary

The Director of Finance is an accounting professional who has overall responsibility for the management of the business office, including supervision of a staff of one or more paid or volunteer assistants. This individual is responsible for all aspects of financial accounting including accounts receivable, accounts payable, budget, payroll, financial reporting and accounting for the pension plan and various foundations. This individual will work closely with the Rector of the church in managing all aspects of the church’s finances.

Duties and Responsibilities

**AP/AR Systems:** The Director of Finance is responsible for all aspects of the AP/AR system. This includes setting-up and maintaining accounts, assigning payables to accounts, reconciling bills and interaction with Ministry staff regarding payables. The Director is responsible for designing, running and distributing monthly and annual financial reports to the Ministry Heads.

**Payroll and Benefits:** The Director of Finance has sole responsibility for processing the monthly payroll and mid-month advances and payments. This includes the calculation and entry of pay changes and hours, personal and deduction changes, maintaining accurate tax and benefits deductions, ensuring timely payment to medical, dental, pension, local taxing bodies and other entities, then ensuring that the withholdings reconcile with the payments. This also requires periodic software upgrades and coordination with the payroll processing vendor. The Finance Director also prepares and remits quarterly local payroll tax filings.

This individual coordinates with the outside pension administrator and the Church Pension Plan on all eligibility, contribution and distribution matters, and is responsible for providing information to these entities so accurate pension records can be maintained. In addition, the Director of Finance forwards funds withheld from staff payroll to the pension administrators.

The Director of Finance also works with the Chair of the Personnel committee to determine appropriate employee benefits, especially health care.

**Budget:** The Director of Finance has responsibility for, and coordinates, the annual budget process, designing the spreadsheets and reports necessary to analyze the church’s actual expenses against the budget. This individual is also responsible for supervising the church’s annual audit.

**Finance Office and Special Projects:** The Finance Director oversees the work of a Bookkeeper, who enters the income and bills, cuts checks and generates quarterly and annual reports to contributors. In addition, the Finance Director is responsible for any tax returns and tax filings as required. The Finance Director will also engage with outside parties in dealing with the church’s insurance policies and any workmen’s compensation matters.

This person is a member of the Finance and Endowment Committees, charged with keeping the Committees and Vestry aware of the church’s financial condition. This person will work with the church’s financial advisor regarding the handling of the Endowment’s investment assets and requests annual and other distributions as required.

Finally, special projects such as stewardship and capital campaigns will require significant oversight by the Director of Finance, who will set-up systems to track pledges, income and expenses and provide financial updates and reports of the projects.

Skills and Experience Required

This job requires a degree in Finance or Accounting and significant work experience in a financial accounting role. Knowledge of and experience in all aspects of financial accounting and a thorough knowledge of Generally Accepted Accounting Principles are critical, and experience in finance in a church setting, and knowledge of nonprofit accounting is helpful.

Familiarity with investments, brokerage statements, pension plans and the body of rules and regulations governing these activities is important.

Experience managing the payroll process is also important.

This individual should have experience supervising the work of others, speaking in front of groups, presenting financial information to committees and handling large projects. This position requires a person with the utmost attention to detail and who is a good communicator.

Behaviors and Christian Values

This individual must have the gift of service, as this job is in a supporting role to the staff and ministries of the church. Honestly, integrity and confidentiality are critical traits for the individual in this role to possess, as the Director of Finance handles cash and checks, has access to the church’s accounts and possesses financial information of parishioners and staff. Patience, understanding, objectivity and grace are also important, as this person deals with a variety of staff and lay people with varying needs. Finally, this individual must have an unbiased approach to people and financial situations.