

Job Title: Director of Finance

Position Hours: 10 hours/week

Summary: Oversee church budget and business functions

Position Responsibilities

- 1) Serve on the Surprise CORE Team: *Empower leaders to make wise decisions.***
 - Participate in weekly, monthly, quarterly and annual CORE meetings to provide financial feedback, empower annual budgeting, and report on attendance & cash flow
 - Empower team leaders to set and spend their budget
 - Prepare reports from data gathered during weekly worship
 - Manage cloud storage of files and records
 - Prepare custom reports for leadership as requested

- 2) Giving operations: *Maximize transparent and effective management of donations***
 - Oversee the policy and volunteers (ushers) associated with weekly collection of offering, including the safe transfer, documentation, and deposit of all funds.
 - Upload copies of gifts to the cloud storage
 - Incorporate online giving records on our digital giving (Pushpay) account
 - Oversee and empower Surprise's bookkeeper to ensure accurate and effective accounting of individual and corporate donations
 - Assist online donors with resolving technical barriers to giving

- 3) Donor Relations: *Foster strong partnerships with new and existing givers***
 - Help givers sense a growing partnership in which we invest in them and explain how their giving is changing lives
 - Partner with CORE team to implement systems that honor, inform, and develop first, second, regular, and automatic givers to foster an empowering, two-way relationship through tools such as:
 - *Text in Church* automatic follow up system
 - Targeted communications strategies
 - Helpful resources like our *Six Weeks on Money* course
 - The GivAbility & Joy10 Challenges

 - Oversee quarterly giving update mailings to all donors and pledgers
 - Oversee annual giving summary mailing in January
 - Oversee and administer the fall Generosity pledge drive

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4) Budget operations

- Assist the CORE team with budget preparation and ongoing financial management
- Work with Finance Committee and Board to monitor budgetary trends and priorities
- Ensure accuracy and integrity of church financial records
- Administer QuickBooks accounting software
- Review and approve staff requests for reimbursement

5) Oversee Surprise's Finance/Stewardship Team

- Provide monthly cashflow reports for questions and feedback
- Evaluate strategies and needs for fueling and funding the Surprise mission (stewardship) beyond simply reviewing it (finance)
- Meet quarterly to review trends and plans

6) Payroll operations

- Review and approve staff payroll, use excel report
- Report monthly hours to accounting firm (currently Schmitz-Holstrom)
- Report payroll changes/updates to accounting firm
- Perform other liaison duties with accountant

7) Personnel management

- Provide guidance for salary and compensation decisions
- Run Background checks for new staff and volunteers???
- Provide, collect, & store required paperwork for new staff members???

8) Banking

- Oversee a solid system of making bank deposits
 - Deposit forms should be filled out and emailed to bookkeeper
 - List name, check # and amounts for individual checks
 - List name and amount for cash contributions