



Job Title: Director of Finance

Position Hours: 10-15 hours/week

Summary: Oversee church budget and business functions

Sunday Morning & Church involvement: Regular worship attendance required; oversee personnel and procedures for ushers and their Sunday collection and storage of both data and money; Community Group involvement strongly desired

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 & Bookkeeper Supervision

- Assist the CORE team with budget preparation and ongoing financial management
- Supervise the Surprise Bookkeeper and his/her Administration of the QuickBooks accounting software
- Work with Finance Committee and Board to monitor budgetary trends and priorities
- Oversee the Surprise digital giving platform (Pushpay)
- Oversee the financial aspects of the Surprise database
- Ensure accuracy and integrity of church financial records
- 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