

First Unitarian Church | Albuquerque, NM

Position Description

Job Title: Director of Finance

Status: 30 hours a week, salaried.

Reports to: Associate Minister

Supervises: Bookkeeper

Job Summary: We seek an experienced leader with expertise in non-profit finance. In collaboration with the ministers, the DF aligns the Financial functions to support the ministries of the church. The DF ensures the financial affairs of the church are conducted in an efficient, businesslike manner, according to the mission and policies of the church. In addition, the DF is the lead communicator on church finances to the Staff, Board and Congregation. They will also provide supervision to staff that establishes expectations, supports growth and learning, and creates a positive work environment.

Duties and Responsibilities:

- 1) Financial Management
 - a) Serve as chief financial officer.
 - b) Supervise work of Bookkeeper, in a manner consistent with church practice, ensuring the accurate recording of all accounting and financial transactions, timely reconciliations, etc.
 - c) Serve as staff liaison to the Finance Committee.
 - d) Work with Ministers and Finance Committee to develop church budget drafts, multi-year budget projections and capital planning.
 - e) Serve and support the Board of Directors with budget preparation, financial projections and periodic financial reports; support treasurer in developing monthly reports.
 - f) Assist the Church Treasurer in preparing for financial reporting at the Annual Congregational Meeting.
 - g) Attend the Annual Congregational Meeting, participating in the budget presentation and answering questions as needed.
 - h) Ensure proper accounting controls for receipt of contributions, including cash, and accounts payable.
 - i) Develop and maintain the necessary relations with various financial entities including banking relationships; manage routine dealings with banks such as signature cards, deposits, etc.
 - j) Provide administrative support to church fundraising, including:
 - i) Ensuring donors are thanked and receipt of pledges and contributions is acknowledged in timely manner.
 - ii) Issuing individualized quarterly and annual financial statements for donors.
 - iii) Generating reports and provides data as needed for annual stewardship drive.
 - iv) Providing records and admin support to the Endowment Committee.

- v) Assisting with other fundraising outreach as needed (ministers and volunteers generally create content, DF provides data and informational support).
- k) Work with Financial Review Committee and Bookkeeper to improve financial policy and procedures as appropriate.
- l) Support outside audits and annual financial reviews.

Qualifications

Specific expertise in non-profit finance, including financial planning. Bachelor's Degree with relevant coursework, and at least three years of experience in the following areas (non-degree candidates with equivalent on the job training and experience will also be considered):

- Managing business and fiscal affairs
- Managing and supervising personnel

Some remote work is possible depending on the needs of the church. During normal (non-pandemic) operations, this position includes working the occasional Sunday morning and occasional evening hours. Weekday work hours have some flexibility.

This position requires a criminal background check. All new employees of First Unitarian must be fully vaccinated for the COVID-19 virus.

Core Competencies

- **Organization:** can organize resources (people, funds, materials) to get things done, manage multiple projects simultaneously, keep track of details and manage distractions. Able to conceive of systematic solutions to recurring needs and think strategically and long-term.
- **Communication:** can communicate clearly and professionally in spoken and written forms.
- **Technology:** conversant with standard software for word processing, financial management, database, and networking and able to learn variants.
- **Supports Church Mission:** willing to gain knowledge of Unitarian Universalist principles and articulate the mission of the Church;
- **Managing -** able to prioritize and perform multiple tasks under deadlines; can anticipate and adjust for problems and motivate others to assist. Able to work creatively and agilely and to take initiative in problem solving;
- **Conflict management:** can deal with problems quickly and directly; steps up to conflicts and learns from them; can focus when listening, finds common ground and gets cooperation. Able to speak up for his or her needs and set good boundaries;
- **Interpersonal relationships:** works collaboratively as part of a team and creates an atmosphere conducive to team work with a variety of personalities, paid and volunteer. Can communicate succinctly and clearly in writing and speech. Can maintain a pleasant affect during difficult times;

- Trust and integrity: maintains confidentiality and handles sensitive situations with discernment. Demonstrates “roll up your sleeves” work ethic;
- Commitment to anti-oppression and anti-racism: supports diversity (including but not limited to religious, ethnic, racial, ability, gender identity, and sexual orientation). Personal commitment to ongoing learning in these areas;
- Works in cooperation with staff, volunteers, members, and the public.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee is regularly required to sit at a computer terminal for an extended period of time. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision. The noise level in the work environment is usually low to moderate.

Salary: \$45,000 annually for 30 hours of work per week. Eligible for employer pension contribution at 12% of salary, beginning after one year of total employment. See First Unitarian’s Personnel Policy Manual for additional [benefits and information:](http://uuabq.com/wp-content/uploads/2019/03/2019-Personnel-Policy-Manual.pdf)
[http://uuabq.com/wp-content/uploads/2019/03/2019-Personnel- Policy-Manual.pdf](http://uuabq.com/wp-content/uploads/2019/03/2019-Personnel-Policy-Manual.pdf)

APPLICATION PROCESS:

- To apply, please send a letter of interest and resume to Rev. Bob LaVallee at blavallee@uuabq.org. (No phone calls please).
- Applications will be considered as they are received until the position is filled. You are encouraged to apply as soon as possible.
- Desired start date: October 2022

First Unitarian is an equal opportunity employer.