

FIRST UNITED METHODIST CHURCH – The Coppertop

Duluth, Minnesota

POSITION DESCRIPTION

Position: Finance/Office/Building Manager

Purpose of Position: To provide overall management and supervision of the activities of the church office and building; to oversee all financial activities and ensure financial best practices are adhered to at all times; to provide confidential administrative services to those staff (particularly the clergy) and volunteers who require such support; to assure that the administrative and programmatic aspects of the church are congruent; and to participate in furthering the mission of FUMC.

Status: Full Time, Permanent

Responsible to: Pastor in Charge

Responsible for: Administration Associates, Bookkeeper, Communications staff, Custodial/Engineering staff

Expected Outcomes:

1. The church office and building run smoothly
2. Finances and records are accurate and up to date
3. Member and non-members who use the church building are satisfied with the process of reserving a room and their experience while at FUMC
4. Confidential information always remains confidential
5. Pastor(s), staff and volunteers are effectively informed about the support, financial and otherwise, available to their ministries
6. Office/Building Manager has discernably furthered the mission of FUMC.

General Expectations:

1. A demonstrated commitment to Christian principles.
2. An understanding and acceptance of the mission, vision and goals of FUMC.
3. Exceptional interpersonal relationship skills.
4. Exceptional oral and written communication skills.
5. Willingness to assume other tasks as required.

General Responsibilities:

1. Oversee financial activities of church by:
 - accurately handling and recording of all money transactions within the church, this includes incoming money and paying expenses,
 - developing and maintaining policy and procedures that ensure financial security and efficiency,
 - assisting with the completion of the monthly/year-end financial statements and the annual budget,
 - staff liaison to the finance, trustees and foundation committees; help the committees understand the budget and financial information as related to each area, secure the best insurance rates and interest rates;
 - supervising the accounting and banking activities, e.g.,
 - accurately reporting individual giving and the status of both committee budgets and the church budget to individual members and appropriate committees
 - negotiating with outside groups for building rental.
2. Assist in arrangements for baptisms, weddings, funerals and memorial services.
3. Maintain the official church calendar and ensure smooth implementation.
4. Adhere to the United Methodist *Discipline*, including record keeping and reporting.
5. Adhere to Minnesota state laws as pertain to 501(c)(3) organizations.
6. Ability to stay current with technology trends and implement in a manner consistent with the church's overall needs and mission.
7. Ensure functional church equipment to carry out the work of the church
8. Recruit, train, supervise and evaluate office/building staff and volunteers.
9. Assist the pastor by carrying out administrative duties (correspondence, power points, emailing/calling, e.g.) and by communicating all necessary information
10. Project manage all office and building needs
11. Ensure that the calendar is communicated to the congregation and community in a way that informs and engages participation

Qualifications:

1. Understanding of financial information, e.g., understand cash accounting, how to read a balance sheet, profit and loss statement and cash flow statement, and how to create such forms.
2. Computer skills and proven skills in word, publisher, excel, PowerPoint, etc.
3. Experience with office machinery – e.g., large duplicating machine, PC, etc.

4. Understanding of financial information, e.g., understand cash accounting, how to read a balance sheet, profit and loss statement and cash flow statement, and how to create such forms.
5. Understanding of or willingness to learn the structure of the United Methodist denomination.
5. College degree and experience in related field.

9/12/2020