

POSITION DESCRIPTION

Title: Administration & Finance Director (AFD)
Reports to: Minister
Date: 7/2024

FLSA Status: Exempt
HOURS: 28hrs/week, year-round

Position Purpose

Oversight of a broad variety of administrative and financial responsibilities to ensure the smooth operations of the church. Provide projections and analysis to the Treasurer and Board of Trustees as part of developing the annual operating budget. Supervises the Bookkeeper, Thrift Store Manager, Communications and Office Administrator and Facilities Manager and provides administrative support for Human Resources functions.

Core Competencies

Trust and Integrity: Is widely trusted to keep confidences, adhering to a transparent set of personal and professional values that are congruent with the ministry of FPBUU.

Interpersonal Relationships: Exude a natural sense of care for the well-being of others. Build and maintain effective and constructive relationships inside and outside of the congregation, communicate with clarity, sensitivity and an awareness of appropriate boundaries.

Conflict Management: Recognize and resolve conflicts effectively and in a timely manner, applying principles of active listening and equity.

Organization and Planning: Organize people, funding, materials and support to accomplish multiple, concurrent goals and activities.

Attention to Detail: Consistently attend to the many small pieces which must be assembled into an organized whole; follow up on missing or out of balance items; resolve unanswered questions needed to address a problem; keep the larger picture in mind while tending to the smallest of details.

Self-Differentiation: Demonstrate strong and appropriate personal boundaries in relationships; has a healthy appreciation of self, without being egotistical; is emotionally mature; can maintain a non-anxious presence in the midst of turmoil; not overly dependent upon outside affirmation.

Volunteer Support: Identify talent and recruit capable people into roles that match their abilities, while offering opportunities for growth. Communicate expectations clearly and manage accountability for results.

Essential Job Functions

Leadership and Program Support: Serve as a key resource to representatives of program areas about the church and its policies and procedures. Provide administrative support for boards, committees, task forces, congregational meetings and other projects. Lead a fall workshop for congregational leadership, educating them on website, how to book a space on campus or Zoom and general how-to's of church leadership.

Financial Management: Oversight of church's finances. Document and monitor FPBUU's financial processes to both streamline and optimize clarity. Produce clear and concise monthly financial reports for

Finance Committee, Board of Trustees, Endowment Board and Staff to ensure proper allocation of incomes and expenses. Coordinate with bank and financial institutions for donations in the form of stocks and RMDs.

Congregational and Systems Support: Provide oversight of Ushers, Collection and Food Card Accountability. Timely reporting of the split plate donations that incorporates multiple forms of communication. Maintain and improve the church’s records including: stewardship, property documents and other such relevant materials. Create and maintain systems to streamline and improve efficiency, communications and management.

Membership & Pledge Record Management: Oversee management of membership list and pledge records database. Support the Bookkeeper in producing and distributing timely pledge statements along with annual tax donation statements. Produce pledge reports for Stewardship and Finance Committee as needed. Responsible for annual UUA certification.

Human Resource Management and Support: Oversee processing payroll including staff benefits and maintenance of personnel records. Knowledgeable about state and federal employment regulations and UUA guidelines. Responsible for all new hire onboarding in collaboration with other appropriate staff members. Support Personnel Committee and Minister in implementation of HR requirements, general policies and procedures. Holds regular supervisory meetings with Bookkeeper, Thrift Store Manager, Communications and Office Administrator and Property Manager. Conducts annual evaluations for these staff positions and submits recommendations to the Minister and Personnel Committee.

Strategic Financial Engagement: Work with the Endowment Board to increase participation, visibility and income. Complete the 501c3 application, implementation and ongoing work that is required. Collaborate with volunteers and research possible grant opportunities. Perform regular review of financial records to ensure that we are effectively managing our resources.

Position Requirements

Skills & Knowledge	Minimum Education
<ul style="list-style-type: none"> ● Knowledge of all aspects of general administration, including financial management. ● Proven organizational and time-management skills with the ability to delegate. ● Ability to use verbal and written communication effectively across all constituencies. ● Understanding of Unitarian Universalist Principles, including demonstrated competency in anti-racism, anti-oppression, and multiculturalism. ● Proficiency in the software currently in use by the congregational office, knowledge of database administration and a demonstrated capacity to become proficient in new platforms. ● Proven supervisory skills for both paid and volunteer staff. 	<p>Either:</p> <ul style="list-style-type: none"> ● BA or BS degree preferred. ● Or the equivalent combination of education and business experience. <p style="text-align: center;">Minimum Experience</p> <ul style="list-style-type: none"> ● Three to five years of administrative experience, preferably in a religious or non-profit organization. ● Experience supervising staff and volunteers.