

Church Financial Officer Job Description

United Church of Christ, Congregational

Vermillion South Dakota

June 2024

The Church Financial Officer of the Vermillion United Church of Christ-Congregational is responsible for financial management in an inclusive, medium-sized church serving a diverse congregation. The Church Financial Officer reports to the Pastor and works with boards, committees, and lay leaders related to these areas of responsibility. The Church Financial Officer performs these responsibilities in a manner consistent with the Church's mission and with standards of professional practice, including self-motivation, collaboration, confidentiality, conflict management, and good communication.

Responsibilities as the chief finance officer:

- o oversees necessary financial accounts, maintains accurate and timely payroll processing, and
- o assures compliance with state and federal regulations, including maintenance of accurate personnel records.
- o ensures that financial statements are balanced and within the approved budget,
- o contracts for outside vendors (e.g., suppliers and financial institutions),
- o facilitates the transfer of assets to the Church,
- o maintains records of annual and endowed gifts,
- o prepares the Church's annual proposed budget, and
- o provides support for the annual stewardship campaign and other fundraising activities.

Skills and qualifications:

- Financial management expertise, preferably in the non-profit sector
- Working knowledge of QuickBooks financial software
- Background in communication and information systems coordination
- Knowledge of human resources policies and procedures, especially with regarding to employment financial records
- Understanding of the organizational structure and operation of membership/volunteer organizations, preferably including familiarity with church culture and terminology
- Capacity to work well with volunteer lay leaders, a diverse church membership, and people from the wider community of Vermillion and South Dakota
- Strong written and verbal communication
- Ability to multi-task and prioritize duties
- Desire to serve others individually and through the work of the Church
- Outgoing, friendly personality with a sense of mission and a sense of humor

Salary and schedule:

- 5 hours per week on a regular but flexible schedule
- 6-7,000 depending on experience