



**FIRST CONGREGATIONAL**  
UNITED CHURCH OF CHRIST · BOULDER

## **Director of Finance and Administration**

First Congregational Church, United Church of Christ (FCC), Boulder, is a regional congregation drawing members from beyond Boulder County. We are a progressive Christian congregation committed to faith as a journey, compassionate service, and inclusion of all.

**Summary:** The role of the Director of Finance and Administration is a hands-on role, serving the financial and operational needs of the church in a way that supports the collective body of the church as the members and friends of our congregation navigate their spiritual journeys and are engaged in outreach and social action in the wider community. The Director of Finance and Administration manages and supports the business aspects of the church's life, reporting to and working in collaboration with the Senior Minister as Chief of Staff.

**RESPONSIBILITIES** include, but are not limited to:

### **Finance-**

- Prepares and distributes monthly financial statements.
- In collaboration with the Senior Minister, the Treasurer, and the Budget Committee, develops the church's operating budget.
- Provides review of invoices and reimbursement requests for appropriate documentation and approval.
- Attends Finance Committee meetings and other meetings as needed.
- Tracks and coordinates Endowment donations and distributions with the Facilities and Office Manager, Treasurer and Endowment Committee.
- Keeps records of all purchases and codes to appropriate accounts. Submits monthly reports and receipts to church treasurer.
- Manages policies and procedures that preserve the church's assets by periodically reviewing and making recommendations and ensuring documentation and communication of policies and procedures to the appropriate resources.

### **Administrative Support to Staff -**

- Ensures the efficient operations of the overall First Congregational Church office operations.
- Manages personnel functions in collaboration with the Senior Minister and Personnel Committee including coordinating staff evaluations and ensuring that policies are current and properly administered.
- Assists in the annual review and recommendations regarding employee benefits and administration of those benefits.
- Oversees and ensures the effective operation of the FCC computer system(s) in support of office operations and ministry needs.
- Responds to additional requests from the Senior Minister in support of church operations.

## **Operational Support to Congregants, Boards, Committees**

- Maintains list of volunteer needs across the FCC platform, along with inventory of skills / offerings in order to ensure optimal leveraging.
- Develops and maintains a database and necessary enhancements to ensure robust and complete records of church documents, committee minutes, and institutional history and experience.
- Supports the Facilities and Office Manager in maintaining and enhancing the database of membership, pledges, volunteers and other communities of record
- Provides supportive leadership in collaboration with the Senior Minister to the Stewardship Committee, including effective tracking and reporting to tie goals and needs driving the church's stewardship effort.
- Maintains and manages vendor and services contracts, contact list, tax exemption records and legal documents in support of committee and board needs.
- Additional duties as otherwise assigned.

### **REQUIREMENTS INCLUDE**

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#### **Education and Experience**

- Bachelor's degree in business or related fields with a combination of education and experience.
- Skills in database management, MS Excel and Quickbooks.
- Proven financial acumen and the ability to provide accurate and transparent reporting.
- Demonstrated collaboration and coordination skills with staff, volunteers, and vendors.
- Experience working in and promoting a mission driven organization.
- Openness to understanding and appreciating the theology of First Congregational Church and the role the church plays in the life of congregants.
- Understanding of contracts, landlord obligations, insurance issues and employment practices.

#### **Knowledge, Skills, Abilities and Competencies**

- Attention to detail in daily functions.
- Approachable demeanor; ability to act as a strong and capable mentor in relationships with both staff and congregants.
- Ability to exhibit both a calm center and problem-solving abilities.
- Organizational and project management skills.
- Ability to maintain appropriate confidentiality around sensitive topics.
- Ability to act in accordance with strong moral principles and trustworthiness.

#### **Preferred Skills**

- Familiarity with Constant Contact.
- Familiarity with ACS database software.

Please email cover letter and resume to [personnel@sc3.net](mailto:personnel@sc3.net).