



JOB POSTING

Finance Director

North United Methodist Church
3808 North Meridian Street, Indianapolis, Indiana 46208

The Finance Director of North United Methodist Church is a full-time position that is responsible for administering the financial affairs of the church; providing strategic analysis to the lay leadership; creating and maintaining stewardship opportunities; and working in cooperation with staff to achieve the objectives of the church.

Compensation is competitive and negotiable. Benefits are included. Hours are flexible.

Areas of responsibility include:

Financial:

- planning and implement of appropriate budget and accounting systems, preparing the annual budget.
- maintaining financial and personnel records, banking operations, and financial record systems.
- assisting in the planning and implementation of strategic planning for revenues and debts.
- cultivating donors and advising donor stewardship.
- ensuring compliance with church policies and procedures regarding financial practices.
- working with an independent firm of Certified Public Accountants to conduct audits or reviews of the Church's financial statements.
- Preparing tax reports and ensuring compliance with tax laws.
- Supervision and management of benefits for eligible employees.

Properties Management:

- Provide fiscal direction to the Building Manager for the maintenance and capital improvements of the facilities.
- Administering policies and procedures concerning the use of all properties and facilities.
- assisting the Trustees in their work with architects, contractors, and others in evaluating.
- Assisting in planning, building, and remodeling projects.
- Reviewing and negotiating insurance policies

Communications:

- Providing and explaining budgetary and other financial information to staff and lay leaders.
- Preparing and explaining financial information for committees and the Church as needed or requested.
- Meeting with assigned committees.
- Providing information and assistance to members and constituents about contributions, donations, and gifts.
- Attending weekly staff meetings and assigned committees.

Requirements: CPA or an equivalent experiences in financial management; previous experience in financial management; leadership experience with a non-profit organization or church.

To submit a resume: apply@northchurchindy.com