

**January 2017**

**Director of Financial Services  
Foundry United Methodist Church**

Reports to: Church Business Administrator  
Directly Supervises: Financial Assistants (2 part-time)  
Status: Full Time Exempt

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The Director of Financial Services manages the fiscal operations of Foundry United Methodist Church, a large downtown Washington DC church whose diverse, ecumenical congregation and tradition of leadership in the community date to 1814. Successful performance of the functions of this position is essential to the proper stewardship of the funds contributed toward achieving the vision and goals of the church.

**Essential Functions**

1. Accounting.

Directly, or through subordinate financial assistants, performs timely, accurate, and efficient accounting services, including recording of all income and expenses; maintains associated databases and the general ledger; analyzes accounts to assure correct cost allocations and reconciles balance sheet accounts; and produces reports as scheduled or requested.

Ensures timely processing of accounts payable. Ensures that tax-exempt status is claimed when eligible.

Maintains depreciation schedules for Foundry's capital assets and reports the status of such schedules to the Church Business Administrator.

2. Audit.

Serves as staff liaison to the Foundry Audit Committee, contributes to preparation for the annual audit and provides data and information to the committee as requested.

Facilitates the annual audit process, acting as the primary liaison to the auditors, providing data and information and responding to requests. Acts to reconcile accounts in accordance with the findings of the auditors and as directed.

3. Budget Development and Execution.

Develops and maintains an understanding of Foundry programs and operations in order to contribute meaningfully to the annual budget development process and to inform the execution of the approved budget.

Provides reports and analyses for use by church staff, the treasurer, and the Management Board in the annual budget development process. As an aid to budget development, spotlights variances and other anomalies in the performance of past budgets. Provides such other assistance as may be requested.

Provides monthly reports required for comparing actual as compared to budgeted expenditures, including such analyses as may be useful in determining the causes of variations, such as cycling patterns, unusual program demands, or other causes.

4. Pay and Benefits.

Oversees the payroll process, maintaining time and attendance records; timely processes changes, ensures the accuracy of payments, and investigates errors and takes prompt corrective action as needed.

Manages employee benefits, serving as the Foundry authority on entitlement to benefits, liaising with benefit program administrators to maintain currency. Enrolls qualified employees in denomination or government programs as appropriate. Advises employees of changes to benefit programs.

Ensures the prompt and accurate payment of payroll taxes to the appropriate jurisdictions.

Recommends, through the Church Business Administrator, changes in the finance or personnel manuals necessitated by changes in laws or regulations governing employee benefits.

Securely maintains the official employee files and payroll records.

5. Stewardship

Supports Foundry's fund-raising operations, including the annual pledge drive, special appeals, and capital campaigns. Securely maintains individual contribution records, prepares quarterly reports to contributors, and prepares other reports necessary for managing contributions used by the Church Business Administrator, stewardship or Mission Possible Committees, and senior staff.

**Core Competencies**

A combination of education and progressively responsible experience that demonstrates a thorough understanding of generally accepted accounting principles (GAAP), standards and operations, particularly as applied in non-

profit fund accounting. Certifications or other evidence of education is desired.

Specialized experience in financial operations, including accounts payable, general ledger maintenance and reconciliation, and financial reporting

Practical experience and demonstrated proficiency with database management systems such as ACS used in financial operations and reporting, as well as facility with the use of other office equipment and software.

Demonstrated ability to think analytically and critically and proficiency in problem solving.

A record of personal and financial integrity.

Proven record of responsiveness and for being detail oriented and task focused.

Demonstrated proficiency in oral and written communications and in the construction of meaningful reports.

Demonstrated maturity, including acceptance of responsibility, openness to criticism, an ability to defuse conflict through personal example, and a commitment to continuing personal development.

Spiritual maturity, as reflected by attention to personal spiritual development, discipline and growth and in modeling and encouraging spiritual growth and discipleship in others