



DIRECTOR OF BUSINESS and FINANCE

Department: Operations: Finance

Reports To: Executive Director of Operations

Hours/Week: 40 Hours/Week

FLSA Status: Salaried, Professional Exempt

Schedule: Monday-Friday, some evenings

Job Class: Director

Benefit Eligibility: Full Time Benefited

Location: UPC Main Campus

Salary Range: \$80,000 to 90,000

UPC MISSION:

We are a family of communities joining Jesus to transform our lives and the lives of neighbors at the University of Washington, in our neighborhoods, and all around the world.

SUMMARY

This position oversees:

- Financial administration and accounting, provides analysis and strategic planning to church leadership.
- Leads and participates in committees including: Finance Committee, Budget Committee, Investment Committee
- Supervises employees in Finance, HR and IT.

RESPONSIBILITIES

- Supervises the Finance, HR & IT staff:
 - Schedules regular 1:1 meetings with direct reports.
 - Provides coaching to ensure growth of staff in individual areas.
 - Conducts annual staff reviews.
- Develops yearly financial plan in collaboration with the Executive Director of Operations and is responsible for day-to-day management of financial plan.
- Determines goals, policies, and staffing needs in collaboration with elders and key stakeholders to support the UPC vision and mission.
- Attends department and UPC staff meetings.
- Be a welcoming presence at UPC for Christmas and Easter worship services.
- Other duties as assigned.

Financial

- Provides overall financial leadership for the organization.
- Manages day-to-day financial operations including general ledger, accounts payable and receivables, insurance, taxes and tracking designated and undesignated giving.
- Plans and prepares financial reports that summarize and forecast business activity and financial position in the areas of reserves, cash flow, borrowing and investments based on past, present, and expected operations.
- Facilitates the work of the Treasurer, Budget, Finance, and Investment Committees.
- Partners with Stewardship efforts to facilitate a smooth donor experience in addition to back-end integration.
- Manages the contribution receipt processes, including online giving.
- Manages the annual budget process, coordinating with ministry departments, Human Resources, and the Executive Team to meet financial goals.
- Manages the banking relationships; arranges financing for line of credit and new property acquisitions.
- Assists with capital campaigns.
- Maintains communication with management, providing relevant fiscal information at month-end, and in annual financial planning and budgeting processes; reviews budget proposals, obtains necessary supporting documentation and justification, compiles data and prepares summary report for management.
- Facilitates internal and year-end external audits and preparation of financial statements and required forms. Financial integrity is of utmost importance.
- Assures compliance with all tax obligations, non-profit status laws including 501(C3) regulations and internal control procedures.
- Reviews and advises management about insurance coverage for protection against property losses and potential liabilities.

Human Resources (HR)

- Oversees and directs HR department. This includes:
 - Manages the staff who:
 - Process accurate bi-weekly pay to staff.
 - Administer the employee benefits for staff, new & terminated employees.
 - Facilitate the annual open enrollment benefit process.
 - Complete statistical reports to the state, federal and church law compliance.

Information Technology (IT)

- Oversees the IT Team in the maintenance of existing technology installations, as well as research and development of future needs.
- Database Administration (include in IT or separate?)

QUALIFICATIONS

- Deep and growing faith in Jesus Christ and a theology consistent with the mission of UPC. Has read and understood the Essential Tenets and agreed to support them as an employee of UPC.
- Cross-cultural competency and awareness.
- Bachelor's Degree and 7+ years of accounting experience (not-for-profit experience a plus); CPA or equivalent experience preferred.
- 5+ years of leadership/supervisory experience.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, Teams).
- Technical capability to manage sophisticated computer/ database/ accounting/ payroll systems (MIP & PushPay systems experience a plus).
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, and governmental regulations.
- Proven ability to think strategically about competing interests and financial realities.
- Experience in writing reports, business correspondence and policy and procedure manuals.
- Experience effectively presenting information and responding to questions from staff, groups of managers/department heads, and leadership.
- Must be detail oriented with strong organizational skills to manage a continuous workflow in a high volume, multi-tasking environment.
- High degree of flexibility and comfort with change and a willingness to learn new technologies and systems.
- Demonstrated ability to work effectively in a collaborative team environment with a dynamic range of people.

PHYSICAL REQUIREMENTS

- Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus.
- This job is regularly required to sit, use hands to handle or feel, and talk and hear.