Finance Leadership Track

Job Description

Purpose

The Finance Leadership Track helps UPUMC align its financial resources with the church's vision and ministry priorities. Working closely with the Finance Director, pastors, staff, and Church Council, Finance leaders promote responsible planning, transparent reporting, appropriate financial controls, and faithful stewardship.

The Learning, Leading, and Legacy Finance leaders work together to provide continuity, shared knowledge, and sound financial counsel.

Primary Responsibilities

Members of the Finance Leadership Track:

- Assist the Finance Director in preparing the church's annual Plan for Ministry and budget.
- Review monthly financial statements, cash flow, and budget-to-actual results with the Finance Director.
- Help prepare year-end forecasts and annual three-year financial projections.
- Identify significant financial trends, opportunities, and risks and recommend appropriate responses.
- Advise Church Council, clergy, and staff concerning financial decisions, spending thresholds, reserves, and long-term sustainability.
- Help develop and review internal controls that protect the church from error, misstatement, and fraud.
- Participate in the required annual audit process and help ensure that audit findings and recommendations are appropriately addressed.
- Work with staff to identify opportunities for cost savings, operational efficiency, and effective use of ministry resources.
- Assist with significant contracts and financial commitments as appropriate.
- Coordinate with PPRC concerning the financial implications of significant compensation and staffing decisions.
- Help staff and generosity leaders identify financial themes that should be communicated clearly to the congregation.
- Remain informed about the financial needs and opportunities of the Weekday School and UPUMC's mission partners.
- Help evaluate whether the church's financial investments are effectively supporting its mission.

Additional Responsibilities of the Leading Finance Chair

The Leading Finance Chair:

- Maintains regular communication with the Finance Director and appropriate clergy and staff.
- Coordinates the work of the Learning, Leading, and Legacy Finance leaders.
- Presents significant financial information, forecasts, risks, and recommendations to Church Council.
- Helps Church Council follow established financial decision-making and consultation policies.
- Provides leadership during the annual budgeting process and when significant financial concerns arise.

Gifts and Experience

Effective Finance leaders demonstrate:

- Integrity, sound judgment, and appropriate confidentiality.
- Comfort reading financial statements and understanding basic accounting relationships.
- Skill in budget analysis, forecasting, and identifying financial trends.
- The ability to recognize and help mitigate financial risk.
- The ability to explain financial information clearly to people without financial backgrounds.
- A collaborative approach that understands finances as a means of supporting ministry.
- Professional experience in accounting, finance, business, risk management, or a related field is helpful but not required.

Time Commitment

Finance leaders meet regularly with the Finance Director and participate in Church Council meetings as assigned. Financial statements are generally reviewed monthly, forecasts are prepared quarterly, and financial information is presented to Church Council as needed.

The busiest periods are typically the beginning of the year, when the annual budget is finalized, and the fall, when year-end results are projected and planning for the coming year begins. Additional attention may be required when significant financial decisions, contracts, staffing changes, or unexpected needs arise.