

Position Description
Director of Finance & Operations
Eden United Church of Christ
Hayward, California

Position Overview:

The Director of Finance & Operations (DFO) is an integral part of the Eden United Church of Christ (EUCC) leadership team and is responsible for the day-to-day management of the Church's financial and capital assets. The DFO reports directly to the Senior Minister and works collaboratively with church governance groups to fulfill Eden's mission. The focus of this position is on compliance, internal controls, policies and procedures, and distribution of timely, accurate, and actionable financial data to decision makers.

The Church's annual operating budget is currently \$3M, and the building fund is valued at \$2.1M. The endowment of the related Eden Area Foundation (EAF) was valued at \$5.1M on December 31, 2022. Both the building fund and the endowment are managed by an outsourced Chief Investment Officer (OCIO). Both the EUCC and EAF's fiscal year ends on June 30th. Both entities work with a Certified Public Accountant firm on an as needed basis. This resource would also be available to the DFO.

Role and Responsibilities with the Senior Minister & Governance:

- Supports the Senior Minister, Treasurers, Church Council, Trustees, and Budget Committee in preparing and monitoring the annual, long-range, and capital budgets, and in producing cash-flow reports and financial forecasts in conjunction with the Church's strategic plan and changes in Eden's ministry context.
- Collaborates with the Senior Minister, Treasurers, and Church Council to develop, implement, and update the Church's financial policies and procedures to ensure compliance with the GAAP and OMB standards for a single audit.
- Works closely with the Senior Minister and Associate Treasurer to ensure reconciliation on a monthly basis of restricted and unrestricted revenue goals.
- Designs and implements a cash management system, evaluating the need for obtaining credit or investing surpluses.
- Supports the Associate Treasurer, Pastors, Stewardship Committee, and Planned Giving Committee in leading fundraising campaigns, maintaining accurate records, and producing timely reports to governance groups and acknowledging donor contributions.
- Assists the Officers and Senior Minister in preparing for the Annual Meeting.

Role and Responsibilities with the Treasurers & External Entities:

- Serves as the Treasurer's liaison by handling day-to-day interactions with the Church's fiduciaries, payroll vendor, insurance broker, and employee benefits providers.
- Principal contact with EUCC & the EAF's external CPA firm, auditors, IT contractors, and other consultants related to the financial management and operations of the Church and Foundation.
- Ensures the Church and Foundation's compliance with audits and manages the EUCC and the EAF's annual audit processes.
- Ensures the EUCC and EAF's compliance with all regulatory tax filings, e.g., the Annual CA Welfare Exemption, CA SOI 101, CA RRF-1, OMB single audit, and IRS Form 990.

Role and Responsibilities with Staff & Grants Managers:

- Supervises the Operations Manager, Office Manager (AR), and Bookkeeper (AP & Payroll)
- Ensures the monthly close is executed in a timely manner
- Produces budget and financial reports for governance groups and grants managers
- Provides financial and budgetary coaching for Associate Ministers, Directors, and Managers
- Ensures fiscal requirements for grants and contracts are identified, realized and monitored
- Monitors all contracts to ensure compliance with fiscal and programmatic reporting
- Reports outstanding funding receivables to the Treasurers and grants manager
- Develops and maintains overall cost allocations

Qualifications

- Demonstrated alignment with Eden's mission, vision, and values
- Bachelor's degree or higher in Accounting, Finance, Economics, Business, or Public Administration, plus four years of experience in a nonprofit financial management position
- Significant experience in budgeting, financial planning and analysis, and the management of government contracts, foundation grants, and other restricted funding
- Experience in account analysis and monthly closings
- Detail-oriented, analytical, responsible, self-motivated, able to multi-task and problem solve
- Ability to maintain confidentiality and demonstrate professionalism in all job areas
- Excellent interpersonal skills, and the ability to communicate budget and financial information to persons who do not have accounting or finance backgrounds
- Intermediate to advanced proficiency with QBO-NP, Google Workspace, and MSOffice
- Ability to successfully complete the Livescan and credit check processes

Classification: Full-Time, Exempt

Reports to: Senior Minister

Supervises: Operations Manager, Office Manager, and Bookkeeper

Work Week: The expectation is a 40 hour work week on site at the Church, although hybrid work arrangements will be considered.

Compensation: \$95,000 - 110,000 Salary, commensurate with qualifications
Kaiser Permanente 80/30 Gold & Delta Dental Plans
8% Employer Sponsored Annuity or Equivalent
Two Weeks Paid Vacation
Two Weeks Paid Sick Leave
Eleven Days Paid Holiday Leave

Evaluation: 90-Day Review
Annual Review