

DIRECTOR OF ADMINISTRATION AND FINANCE POSITION **Thomas Jefferson Memorial Church - Unitarian Universalist (TJMC-UU)**

JOB SUMMARY

The Thomas Jefferson Memorial Church-Unitarian Universalist Church is a mid-size congregation with about 350 members, located in Charlottesville, Virginia. The Director of Administration and Finance (DAF) is the senior administrative employee of the church and reports to the president of the Board of Trustees. The position manages the administrative and financial matters of the congregation and the day-to-day activities of the church. The DAF coordinates and works closely with the Lead minister and the Director of Faith Development (DFD) and oversees administrative staff, including a part-time secretary and hourly sexton.

This is a part time, 30-hours a week position with excellent benefits. It is an exempt position for the purposes of the Fair Labor Standards Act, not subject to overtime pay for hours worked in excess of 40 hours in any given workweek and not subject to accrual of compensatory time.

The DAF is expected to participate in some evening and weekend meetings and activities, including some Sundays. The DAF determines the appropriate division of his/her time between normal business hours, evening, and weekend work commensurate with DAF responsibilities and consistent with board guidance. The DAF is expected to attend board executive team meetings, board meetings, finance committee meetings, church staff meetings and meet regularly with the senior staff. The DAF provides administrative support to church committees as time allows. The DAF is expected to understand and follow the Unitarian Universalist Principles in performance of his/her duties (see last page).

ESSENTIAL FUNCTIONS

Financial

- The DAF is responsible for daily management of financial matters for the congregation in a professional manner in coordination with the treasurer and finance committee, under the authority and direction of the board and within the approved budget.
- Using best accounting practices, in collaboration with the treasurer and the finance committee, the DAF assists in preparation of accurate financial statements, reconciles bank statements and reports endowment fund balances. Completes month-end-close in time for monthly Finance Committee meeting.
- Negotiates contracts for signature by the board, performs controller duties, prepares checks, processes payroll.
- Assists in developing the budget during the annual budget cycle and advises on long term financial planning requirements periodically.
- Administratively supports fundraising activities of the Church, assists in pledge tracking.
- Supports treasurer in answering questions from the Board and Church community about finances.
- Advises and assists the board on a wide range of financial matters at the operational level.

Facilities Management

- Oversees daily management and maintenance of all church facilities and grounds, including routine facilities management, emergency facilities management, grounds maintenance and support of Safe Congregations.
- Generates and manages the rental of TJMC-UU facilities, communicates with renters, maintains the rental schedule, billing, record-keeping of payments, etc. Negotiates and manages Space Use Agreements as necessary with long term rentals. Serves as the liaison between long term rentals, outside groups and programs of the church.

- Coordinates events and maintains an accurate calendar of events, supervises setting up/taking down room arrangements. Serves as main contact with church staff on coordination of events at church facilities.

Office Management & Communications

- Ensures that church administrative tasks and daily operations are conducted in accordance with policies, goals and objectives established by the board and that critical administrative functions are accomplished in a timely manner.
- Handles HR functions, including assistance in the recruitment/hiring of administrative staff.
- Assesses and monitors workload, administrative and support systems, and internal reporting relationships – and periodically identifies opportunities for improvement.
- Ensures that there is a welcoming weekday office presence.
- Coordinates volunteers to cover appropriate administrative functions.
- Works in collaboration with others to manage church-wide communications, including the weekly order of service, the church web site, all church emails, and the church Facebook page and bulletin boards.
- Works with the membership committee to manage lists of members, active participants, contact lists, and other similar lists/databases.
- Attends lead minister’s weekly meetings and ensures that staff members under his/her supervision are informed of church policies, procedures and activities.
- Supervises the office assistant and sexton.
- Recommends and assists the board in the development of church policies, goals, and long-range plans.
- Works with the minister(s), DFD, and the board to resolve issues relating to daily operation, financial matters and administrative staff.
- With guidance and support from the lead minister, DFD, and/or the board, responds to community and media inquiries.
- Practices discretion with confidential information.

Information Technology Functions

- Responsible for day-to-day operation and strategic planning of TJMC-UU information technology.
- Oversees contract, volunteer, or staff work relating to IT development and maintenance.

QUALIFICATIONS

Five years of managerial or significant professional experience in a non-profit (preferably religious) organization; BA or MBA in Business Administration preferred. Familiarity with bookkeeping and computerized bookkeeping systems (QuickBooks and Power Church preferred) and familiarity with WordPress or similar software.

We will begin to review applications after August 5. To apply, please submit a cover letter, resume and contact information for three references to tjmcpersonnel@gmail.com.

Seven principles which Unitarian Universalist congregations affirm and promote:

1. The inherent worth and dignity of every person
2. Justice, equity and compassion in human relations
3. Acceptance of one another and encouragement to spiritual growth in our congregation
4. A free and responsible search for truth and meaning
5. The right of conscience and the use of the democratic process within our congregations and in the society at large
6. The goal of world community with peace, liberty, and justice for all
7. Respect for the interdependent web of all existence of which we are a part