

First Unitarian Society of Minneapolis

Finance Director

Job Posting

TITLE: Finance Director
STATUS: Salaried Exempt
20 hours per week
REPORTS TO: Senior Minister

First Unitarian Society of Minneapolis, a liberal religious congregation, seeks a part-time Finance Director. The ideal candidate will be a detail oriented, organized person with good communication skills, able to work both independently and cooperatively with staff, volunteers and congregants. First Unitarian Society offers a competitive salary, a cafeteria benefits package, and generous paid time off. Knowledge of QuickBooks Online and Excel is required. BS in Accounting or Finance preferred.

JOB DUTIES AND RESPONSIBILITIES

- Maintains all financial records of the congregation via accounting software (currently QuickBooks Online), including entry of all expenses and revenues.
- Has primary oversight of all finance functions including: accounts payable, deposits and monthly reconciliation of all bank accounts. Processes member donations through church management software and manages ACH enrollment.
- Administers employee benefit programs, including financial oversight, annual enrollment, and change processing.
- Maintains compliance with municipal, state and federal requirements, as well as ensures appropriate accounting controls and compliance with generally accepted accounting principles.
- Provides documentation and responses for the annual internal audit by the Finance Committee.
- Prepares accurate and timely financial reports, including monthly financial statements and ad hoc financial reports. Assists with the annual budget preparation process.
- Prepares semi-monthly payroll through ADP RUN. Obtains and processes all necessary forms from new employees.
- Collaborates with the Treasurer and Board of Directors on short and long term financial decisions for the Society.

- Serves as the finance resource for the Society's Foundation for approximately 10 hours per month. Responsibilities include: deposits, preparation of monthly financial reports, and records management.

HOW TO APPLY

Send cover letter and resume to minister@firstunitarian.org.