



HILLCREST

UNITED CHURCH OF CHRIST

FAITH IN ACTION

Recruitment for FINANCIAL AND OPERATIONS MANAGER

JOB DESCRIPTION and REQUIREMENTS

Classification: Salaried, Exempt – Full Time (32.5-40 hours/week) during a regular business week

Minimum Regular Office Hours:

**Monday through Friday, 8:45am – 3:15pm;
with ½-hour paid lunch included**

Other hours as needed: hybrid

Benefits Include: Health, retirement, sick time, holidays, and vacation.

Wage/Salary Range: \$ 41,300 – \$52,262 / year

Reports to: Chair of the Board of Trustees / Administrative Supervision: Sr Minister/Settled Pastor

Location: Office at Hillcrest Congregational Church, UCC, 404 Gregory Lane, Pleasant Hill CA 94523

Job Overview:

The Financial and Operations Manager is a new role at Hillcrest Congregational Church and is responsible for the smooth running of the back office functions of the Church. The Financial and Operations Manager will provide the operational culture, structure and support systems that will enable the Church to function smoothly, to grow, and to develop. The role will oversee the Office and Facilities functions, and will oversee the Church's operations, ensuring systems are in place for communication, sound financial systems, people management, and effective organisation of all Church activities and property. Reporting to the Chair of the Board of Trustees, the Financial and Operations Manager will work in concert with the Senior Minister/Settled Pastor with respect to day-to-day operations and with designees of the Board of Trustees with respect to fiscal and property maintenance and property management matters. The Financial and Operations Manager role is a fantastic opportunity for a responsible and dynamic person with a passion for the Lord and Hillcrest's mission. This role interacts with all members of the Church; staff, ministry leaders, volunteers, and

attendees. This person must have excellent organizational and financial skills and experience, have great people skills, be “hands on,” and be able to manage all aspects of financial and operational management, and provide strategic financial analysis pertaining to the larger ministry of Hillcrest. The role includes oversight responsibilities and hands-on management of the accounting systems, financial pledge accounting/reporting, overall financial reporting, budgeting, and operational safeguarding of church assets, and serving as the operational liaison/interface with the Ministerial staff, Treasurer, and Board of Trustee for efficiency and effectiveness.

Qualifications:

- Experience in bookkeeping or accounting and related computer programs – preferably for a religious or non-profit organization.
- Skilled in using EXCEL and WORD programs.
- Excellent written and verbal skills.
- Management and/or supervisory skills and experience
- Aptitude to work in the Hillcrest Church structure and culture, and ability to interact with employees, church leaders and volunteers.

Major Functions:

- Responsible for the processing, recording, and reporting of Church receipts, invoices, reimbursements, and other financial transactions.
- Manage the office staff to ensure that responsibilities are handled and the office operates smoothly.
- Serve as the primary on-campus representative for operational matters within the facility including room use, scheduling, and coordination of resources.
- Responsible for calculating, recording, and issuing wages to employees and filing related reports to government agencies.
- Oversee the technology needs/resources of the Church to ensure proper and efficient use in generating and managing technologies and the related information
- Responsible for the development of Church budgets, in concert with the Church Treasurer.
- Responsible for managing Church fund-raising efforts and recording and reporting results of those efforts to the church and contributing donors.
- Responsible for negotiating contracts/agreements with equipment and service providers and supervising their performance, and managing the contract signature process with the Chair of the Board of Trustees.

Job Duties:

- Administrate and oversee all aspects of Hillcrest’s finances as de-facto CFO, ultimately responsible for the overall financial operations of the Church, including but not limited to accounting functions, payroll, payment processing, financial planning, expense management, tax filings and reporting), and risk management
- Implement policies and practices in alignment with the Church’s goals
- Weekly collect, tally, and deposit receipts and donations. If done by others, recruit, schedule and supervise them.
- Oversee electronic banking and credit card processing, monthly bank reconciliations, and G/L entries, and transfer funds within accounts to best manage cash balances, noting transfers on all ledgers.

- Monthly reconcile accounting records with financial statements from financial institutions. Provide financial reports of assets, income, and expenses to the Board of Trustees, Church Council and others with a need to know.
- Semimonthly calculate and issue employee wages. If done by a service provider, oversee its selection and performance.
- Administer financial benefit programs for eligible and enrolled employees, e.g. the Hillcrest Flexible Benefit Plan and CalSavers retirement savings plan.
- Record the use of Church facilities by outside groups and their donations/payments for such use. Provide quarterly and annual reports of such to the Board of Trustees, and to the groups having used Church facilities.
- When the Board of Trustees considers the acquisition of new equipment, acquire proposals from suppliers, perform a lease vs. buy analysis, perform a supplier vs. supplier analysis and make a recommendation to the Board of Trustees.
- As directed by the Board of Trustees, negotiate contracts/agreements with equipment and service providers. Oversee the fulfillment of those contracts/agreements
- Complete and submit statistical reports requested by the Board of Trustees, Church Council, Church ministries, the NCNC or the UCC.
- On a schedule established by the Board of Trustees, develop, in cooperation with Church ministries, an annual budget for approval by the Board of Trustees and Church Council to be presented to the congregation for approval.
- Develop fund-raising policies and programs.
- Facilitate financial stewardship development processes and initiatives and, on a schedule established by the Board of Trustees for a Church Stewardship Campaign, manage the annual pledge drive in consultation with the Treasurer.
- Execute or support special projects or studies as requested by the Board of Trustees.
- As directed by the Board of Trustees, support any Church financial audit.
- Serve as the Church Registrar. Process Letters of Transfer. Provide reports of membership changes, baptisms, marriages, and other related matters as required or requested.
- Supervise the duties and activities of the Office Manager and Facilities and/or Maintenance staff (the latter, in coordination with the Buildings and Grounds Coordinator from the Board of Trustees).

To Apply: Send Resume and Cover letter describing how your skills and abilities fit this position to:

**Hillcrest Congregational Church, UCC,
Attn: Office Manager
404 Gregory Lane
Pleasant Hill CA 94523**