

BIRMINGHAM & BERKLEY FIRST—A UNITED METHODIST CHURCH

Birmingham Campus: 1589 W. Maple Road, Birmingham MI—248-646-1200

Berkley Campus: 2820 12 Mile Road, Berkley MI—248-399-3698

Date: June 2025

Job Title: Finance Director

Position: Full-time with benefits

Location: Birmingham Campus

POSITION SUMMARY

The Finance Director provides comprehensive financial leadership for the church, combining strategic financial planning with operational accounting management. This role focuses on financial strategy, forecasting, budgeting, and analysis while ensuring accurate day-to-day accounting operations and excellent stewardship of church resources across all ministries.

The Finance Director serves as both financial strategist and accounting operations leader, working closely with the Chief Operating Officer to translate the church's strategic objectives into sound financial planning while maintaining accurate financial records, reporting, and compliance. Director will also assume the primary role in managing the church's relationships with outside banking institutions, investment companies and insurance providers. This position balances strategic financial leadership with hands-on accounting oversight.

KEY RESPONSIBILITIES

Strategic Financial Leadership

- Lead annual budget development process across all ministries and campuses in collaboration with ministry leaders
- Provide financial forecasting and trend analysis within the church operating budget to support strategic decision-making and long-term planning
- Monitor key financial metrics and performance indicators aligned with church strategic objectives
- Generate financial projections for ministry expansion, capital planning, and facilities development
- Support development director with assessment of donor trends, and stewardship projections
- Analyze financial implications of ministry program changes and expansion opportunities

Financial Analysis & Reporting

- Prepare comprehensive monthly financial statements and variance analysis for committees and leadership
- Lead month-end closing procedures including account reconciliations, accruals, and journal entries
- Oversee year-end closing processes including financial statement preparation, audit schedules, and regulatory filings
- Present financial reports to Finance Committee, Church Council, and other committees as needed

- Conduct budget analysis of actual versus projected with recommendations for corrective action
- Provide financial analysis for ministry program evaluation, effectiveness assessment, and planning
- Monitor cash flow patterns and recommend financing strategies for seasonal variations
- Prepare annual audit support materials and coordinate effectively with external auditors
- Complete all year-end reporting including tax filings, employee W-2s, 1099s, and regulatory compliance

Operational Oversight

- Oversee finance staff and ensure proper financial controls and procedures
- Guide church financial operations including clergy compensation and donor management
- Manage employee benefits administration, including health insurance, retirement plans, and other benefit programs
- Ensure compliance with benefits regulations and reporting requirements
- Maintain, and update financial policies and procedures in accordance with United Methodist Church requirements (will be provided to you)
- Ensure compliance with nonprofit financial regulations, United Methodist Church financial standards, and IRS requirements
- Prepare financial transactions with banking institutions, investment companies, and insurance providers for approval with church Treasurer
- Monitor and approve expenditures
- Oversee month-end and year-end closing processes to ensure accuracy and timeliness

Committee & Leadership Support

- Serve as non-voting technical expert member of Finance Committee, providing professional guidance
- Support COO by preparing financial information for presentation with non-financial leaders and committees
- Collaborate with development director on stewardship campaigns, giving analysis, and donor engagement strategies
- Provide financial guidance and training to ministry leaders on budget management and stewardship principles
- Support senior leadership with financial aspects of strategic planning and mission implementation

QUALIFICATIONS

Required

- Bachelor's degree in Accounting, Finance, or related field
- 5+ years experience in financial management
- Strong analytical and forecasting skills with ability to create meaningful financial projections
- Experience with budget development, financial planning, and variance analysis
- Experience with employee benefits administration and benefits compliance
- Excellent communication skills for presenting financial information to diverse audiences
- Proficiency with accounting software and Excel skills

- Knowledge of accounting principles and compliance requirements
- Understanding of church financial operations, including clergy compensation and donor management

Preferred

- CPA certification or equivalent professional credential
- Experience with Shelby Systems or similar church management software
- Previous church or faith-based organization experience
- Master's degree in relevant field
- Experience working with volunteer boards and committees

Personal Attributes

- Strong analytical and problem-solving abilities
- Excellent interpersonal skills and ability to work collaboratively with diverse teams
- High level of integrity and discretion in handling confidential financial information
- Commitment to the mission and values of The United Methodist Church
- Heart for ministry and understanding of the unique dynamics of church financial stewardship
- Ability to balance attention to detail with strategic thinking