

Director of Finance & Administration

St. Columba's Episcopal Church ~ Washington, DC

St. Columba's seeks a talented and versatile full-time finance and human resources professional to be responsible for effective oversight of the financial, business, and administrative operations of St. Columba's Church to support and further the church's mission and ministries.

St. Columba's is a vibrant, urban congregation committed to proclaiming the Gospel through worship and ministry. Located in upper northwest Washington, D.C., this is the largest parish in the Episcopal Diocese of Washington with an operating budget of \$3,700,000. The parish operates a nursery school with an additional budget of \$2,300,000. St. Columba's is currently engaged in master planning; it is anticipated that this will lead to a multimillion dollar capital campaign and redevelopment of the property. For information visit columba.org.

The Director of Finance & Administration (DFA) shares responsibility for leadership of the church with the Rector and others, and is expected to take initiative and function at a very high level of personal and professional responsibility. The DFA reports to the Rector, has direct responsibility for the finances and human resources of the church, and is responsible for facilities and information technology through direct reports. The DFA directly supervises the Finance Coordinator and Operations Manager (OM), and works closely with the Rector to lead and support all staff. The DFA coordinates with Head of School for effective oversight of the business operations of St. Columba's Nursery School. The DFA manages the Church's third-party accounting firm. As a senior member of the staff, the DFA is responsible for contributing to a collegial and collaborative work environment.

Essential Functions ~

Finance

- Works with the treasurer, Finance Committee, and staff to prepare and implement an annual budget in line with the overall vision and mission of the church
- Responsible for all financial activities for the church, and support the nursery school leadership to ensure all policies and procedures are followed, as well as any regulations pertaining to each
- Directly oversees receipt, deposit and disbursement of all church funds, working with the third-party accountant
- Maintains a financial record system for the church
- Oversees the purchasing process, maintains vendor relationships and bill payment
- Directs the preparation of timely monthly and quarterly financial reports in conjunction with the third party accounting firm to ministries, Finance Committee, Vestry, and Nursery School Board of Governors
- Manages cash flow to meet obligations
- Assures that current financial data is available to staff and lay leaders, and to the congregation
- Plans for and supports a timely annual audit of the church's consolidated financial statements
- Processes employee payroll in coordination with the church's third-party payroll vendor
- Assures all tax reports are timely filed and amounts due promptly paid
- Supports the Director of Stewardship & Development to track all pledges and gift records for accurate donor records [and to implement pledge drive and other fundraising initiatives]
- Implements church investment policies in partnership with external investment manager
- Maintains records of donor and board designated funds
- Files annual parochial report
- Prepares annual financial report for the parish

Human Resources

- Administers personnel policies and procedures of the church and nursery school
- Collaborates with HR Committee, Rector, and Nursery School Head of School for effective HR administration, including salaries, benefits, and personnel practices
- Is responsible for all onboarding and offboarding of personnel in consultation with the Rector and Head of School
- Assures compliance with federal and state labor laws and with canonical guidelines of the diocese
- Maintains personnel records
- Manages annual benefit enrollment
- Oversees relationship with Church Pension Group

Facilities

- Oversees the OM to ensure implementation of regular maintenance and long-term improvements to property
- Oversees the OM to ensure facility costs are within budget
- Oversees the OM to assure the church's maintenance program is properly implemented by housekeeping staff and outside contractors
- Provide backup support to OM as needed

General Administration

- Provides advice on legal, business, and tax matters with appropriate consultation with experts
- Periodically evaluates the insurance needs of the church and coordinates with Church Insurance Agency
- Participates in weekly staff meetings
- Plans, schedules, and supports Finance Committee in coordination with the treasurer
- Supports work of the Vestry and Master Planning Committees
- Coordinates financial, operational, and regulatory activity and compliance with the Technical Arts Director and OM
- Coordinates and administers safekeeping of church records

Job Skills and Requirements ~

- A bachelor's degree in business, finance or a related field or equivalent experience
- Solid background in nonprofit accounting, including fund accounting
- Timely and consistent attendance and availability for occasional evening committee meetings
- Excellent verbal and written communication skills
- Prior experience in Human Resources
- Familiarity with the Episcopal Church and/or work in non-profit environment preferred
- Experience working with and presenting to a board of directors
- Facility with digital platforms that support Finance and HR functions
- Knowledge of computer systems (Apple), including word processing, electronic communication software, membership software (Realm), and financial reporting and accounting software (Intacct)

Core Competencies ~

- Demonstrates high ethical and moral standards
- Excellent interpersonal skills – hiring, supervising, team-building, and motivating others
- Takes initiative – problem-solving and decision-making
- Financial expertise, including experience with external auditors
- Excellent project and time management
- Strong strategic and critical thinking ability
- Leadership, communication, and planning in the church organization, working effectively with staff, parishioners, and the public
- Ability to be flexible and responsive to needs that arise

A competitive compensation package including full benefits is offered. Interested candidates should email a cover letter and resume to the Rector, the Rev. Ledlie I. Laughlin, St. Columba's Episcopal Church, jobs@columba.org.