



SECOND
PRESBYTERIAN
CHURCH

Second Presbyterian Church, Indianapolis: Position Description			
DIRECTOR OF FINANCE			
Reports to:	Session through the Human Resources Committee	Effective:	November 2024
	Executive Director	Updated:	2024
Directly Supervises:	Financial Assistant (2)	Status:	F/T
		FLSA:	Exempt
Job Summary:			
The Director of Finance provides financial leadership for the Church and congregational leadership; staff support for the Operations Committee.			
Essential Functions:			
Provide Financial Leadership			
<ul style="list-style-type: none"> • Prepare and present meaningful financial information to the Operations Committee and Session, and all Church Boards: CenterPoint Counseling, Children’s Circle Preschool, Endowment, Northside Mission Ministry and Women@Second • Schedule and oversee the annual budget process • Direct and oversee daily financial operations of finance staff • Monitor compliance with regulatory and tax matters • Work with independent auditors to ensure successful completion of unqualified audit • Coordinate with Stewardship staff for campaigns 			
Other Responsibilities			
<ul style="list-style-type: none"> • Prepare all monthly, quarterly and annual payroll tax filings • Process all stock contribution transactions • Provide backup to the Financial Assistants • Monitor expense variances on a monthly basis and recommend necessary rejections • Oversee the processing of quarterly contribution statements 			
Minimum Qualifications:			
<ul style="list-style-type: none"> • B.S. or B.A., minimum 5 years non-profit experience • Possesses conflict management and supervisor skills • Able to speak in a public forum • Excellent written and verbal communication skills and proven leadership ability • Proficiency with various types of software 			

Physical Qualifications:

- Able to move freely in and out of different settings
- Able to speak in a public forum
- Able to sit for long periods of time
- Able to work at a computer for long periods of time

Core Competencies:

Attention to Detail: Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the large picture in mind while tending to the smallest of details.

Compassion and Care: Exudes a natural sense of care for the well-being of others; responds with empathy to the life circumstances of others; communicates a sense of support in his or her very presence; demonstrates appropriate and boundaried expressions of care.

Integrity and Trust: Is seen as trustworthy by others; practices direct, honest, and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.

Personal Resilience: Can effectively cope with change and uncertainty; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; can comfortably handle risk and uncertainty; is flexible.

Technical Expertise: Acquires and demonstrates the technical skills require to proficiently execute the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.

Decision Making and Problem Solving: Uses sound logic to approach difficult problems and apply effective solutions; can distinguish between symptoms, causes and implied solutions; decides in a timely manner based upon a blend of research, experience, risk-taking and judgment.

Hiring and Staffing: Identifies new talent; attracts and hires the best people; clearly defines the essential functions and core competencies of a role before hiring; is not afraid to select strong people; does not discriminate in hiring practices; seeks to strengthen the team through the addition of diversity.

Supervising Work: Is good at establishing clear expectations and setting clear direction; sets stretching objectives; distributes the workload appropriately; provides regular and ongoing feedback about performance; proactively deals with substandard performance; engages disciplinary processes in a timely manner.

Strategic Management: Is future oriented and can visualize the larger picture of where the organization is heading; identifies and prioritizes strategic objectives that are consistent with the vision of the organization; creates effective breakthrough objectives to carry out strategies; balances risk with desired outcomes.

Hospitality: Generates a sense of hospitality by his or her very presence; communicates a sense of warmth, openness, and approachability; fosters natural connections between members of the congregation and with visitors; supports a culture of welcoming and belonging in the life of the congregation.

Spiritual Maturity: Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk, and by responding with constancy of purpose; is seen by others as trustworthy and authentic; seeks the wisdom and guidance of appropriate mentors.

Disclaimer:

The above is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. This job description is subject to change at any time.