



SAINT ALBAN'S
E P I S C O P A L

Position Description: **Director of Finance**

About St. Alban's:

St. Alban's Episcopal Church is a parish community of the Episcopal Diocese of Los Angeles. Established in 1931, the church is dedicated to Joseph Horsfall Johnson (1847-1928), first bishop of the Diocese of Los Angeles. Worshiping and serving in the Anglican Christian tradition, we are a radically inclusive, restlessly inquisitive, and inspired community. The people of St. Alban's prayerfully live out Christ's mission in communion and community with healing, reconciliation, and love. Together, we look to the power of Christ to transform every person as we seek to make God's boundless love and mercy known in our neighborhood and in the world.

About the position:

Reporting to the rector and supporting the ministry of the parish treasurer and finance committee, the director of finance serves as a senior member of a five-person parish staff. This role is based at St. Alban's Episcopal Church, 580 Hilgard Avenue, Los Angeles, California, located in Westwood, adjacent to the campus of UCLA. The director will work in the office at least two days per week. One day must be Tuesday; the other day will be regular and will be decided between the rector and director.

The position supports several key areas:

Financial

The director of finance has the responsibility of financial operations, ensuring timeliness, accuracy, and integrity. The position requires forward-thinking and an ability to handle shifting technologies and a growing organization. Responsibilities include the oversight and management of all financial areas, including accounting, budgeting, forecasting, analysis, reporting, financial services, contract management, and compliance.

Specifically, in coordination with the rector and the parish treasurer, the director of finance is responsible for managing St. Alban's operating and savings accounts, investments, accounts payable and receivable. The director maintains appropriate and accurate church financial records, performs monthly account reconciliation, produces reports for parish leaders, and advises the rector, treasurer, and finance committee on financial performance and management strategies. The director will also facilitate an annual financial audit.

The director performs financial planning analyses and forecasts to provide valuable insight for optimal decision making used to further strategic planning, including remaining abreast of current trends impacting stewardship, attendance, and finances. Along with the finance committee and rector, the director prepares the annual parish budget and provides regular reporting on relevant budget lines to parish leaders and staff members.

Human Resources

The director manages the administration of payroll and benefits, including the preparation of payroll, tracking paid time off, management of employee benefit plans, and processing of year-end 1099s and W-2s.

Stewardship

Supporting the leadership of the stewardship minister and stewardship committee, the director of finance registers financial pledges, tracks giving, and provides regular giving reports to the rector and stewardship minister.

Key Competencies for Success:

- A growing faith and commitment to the mission of the church
- High proficiency in working with budgets and numbers
- Excellent interpersonal skills and a desire to work as a member of a team
- Strong written and verbal communication skills
- Effectiveness at building strategic working relationships
- Exceptional organization and time management skills with keen attention to detail
- Ability to maintain confidentiality

Preferred Experience & Skills:

- At least five (5) years accounting or financial management experience
- Church or non-profit financial management experience preferred
- Bachelor's degree in accounting, business administration, or finance preferred
- Proficiency with QuickBooks, payroll, and intermediate-level Excel experience
- Strong knowledge of accounting principles and internal controls
- Proficiency in MS Office Suite, Google Suite, and database skills
- Must be able to pass a criminal background check

Time Commitment:

- About 20 hours per week
- Flexible hours—two days in office (including Tuesday)
- Position requires attendance at Tuesday staff meetings, vestry meetings, and finance committee meetings, some of which meet in the evening.

Salary & Benefits:

- A competitive salary, based on experience and education.
- Health & dental insurance, retirement plan, disability insurance, paid holidays, and PTO.

To apply:

Please email cover letter, resumé or CV, and references to The Rev. Adam Dawkins, Rector, at rector@stalbanswestwood.org. No phone calls, please.