

**CHIEF FINANCIAL OFFICER**  
**Board Member**  
Greenville Unitarian Universalist Fellowship  
1135 State Park Road ♦ Greenville, SC 29609

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**MISSION STATEMENT:**

To facilitate decision making with the support of fellow trustees in a manner in which the Fellowship would concur that their interests and concerns are being respected and addressed.

**QUALIFICATIONS:**

Must be a contributing member of the Fellowship with an interest in the governance of the Fellowship. Has had previous related experience. Able to see the Fellowship's "big picture." Understanding of budgeting and bookkeeping, ability to produce and interpret financial reports and projections, able to use spreadsheet software.

**OVERALL RESPONSIBILITIES:**

In addition to fulfilling the general duties of a member of the Board of Trustees, the governing body of the Fellowship, the Chief Financial Officer is responsible for all financial matters of the Fellowship, including investment of funds, development of the annual operating budget, oversight of financial operations and assistance with the annual pledge drive and fund-raising.

**FUNCTIONS:**

1. Subject to the approval of the Board, appoint the Treasurer and provide back up for the Treasurer.
2. Chair the Finance Committee, facilitate that committee's work to assist and advise the CFO, and carry out its responsibilities in accordance with the By-Laws.
3. Review monthly financial statements for all funds, including operating fund, capital fund, endowment fund, and monitor Fellowship income needs.
4. Provide monthly financial reports for the Board and apprise the Board of significant issues/concerns.
5. Provide periodic financial projections to the Board, committees and the congregation, and make recommendations regarding financial matters.
6. Work with the Fellowship Administrator and Finance Committee to send out fiscal year-end pledge statements in July and mid-year statements in January. Respond to any questions generated.
7. Subject to the approval of the Finance Committee, oversee the investment of operating, endowment and/or capital funds.
8. Serve as a voting member of the Year Round Budget Drive Committee, provide input and assist with the annual drive.
9. Participate in the Board's discussion of the audit report and take corrective action as needed.
10. Serve as a resource to the Endowment Committee to encourage contributions and assure any expenditures are in accordance with the funds' purposes.
11. Work with the Board to schedule major capital projects in accordance with Capital Fund income.
12. Verify that all church properties are properly insured and tax exemptions are filed.
13. See that all important financial documents are properly filed in a safe deposit box (e.g. UUA Charter, Property Deeds, etc.)
14. In consultation with the Treasurer, Audit Committee and the Finance Committee, and in accordance with the Fellowships By-Laws and Policies, review and establish written financial procedures to carry out financial matters of the Fellowship. See that the procedures are reported to the Board, appropriately on record and available to the Fellowship members and staff.
15. With input from staff and committees, in consultation with the Finance Committee and the Board, develop a proposed budget to present to the Board for approval prior to the annual Fellowship meeting.
16. Present the proposed budget as approved by the Board, and the year-to-date financial report to the Fellowship at the annual meeting specified in the By-Laws to be held prior to June 1.
17. Handle non-cash contributions, including liquidating stock gifts (report cash received as pledge versus offset, and write acknowledgments); preparing tax receipts upon request for other non-cash contributions; and preparing IRS information returns as required.

**RESOURCES:** By-Laws, especially Article V. Section A. Paragraph 5. Policies and other relevant documents, Board/Program Council Notebook, UUA website and training, Long Range Planning Survey Data