

First Unitarian Church of Alton

110 East 3rd Street, Alton, IL 62002

Office: (618-462-2462)

Position: Finance Team Coordinator
Reports to: Board of Trustees through Stewardship Committee
Hours required: 1-4 hours per month; ; commitment of one year; term limit of 4 years

General description:

The Finance Team Coordinator convenes the Finance Team to review the church finances including budget preparation and planning. Reports to the Board Treasurer any significant changes or concerns related to the church's finances.

Responsibilities:

- Convene meetings of the Finance Team, as needed.
- Delegate responsibilities as appropriate.
- Report to the Board Treasurer any significant changes to church finances.
- Attend quarterly meeting of the Stewardship Committee to report on programs, report back to the Board, and coordinate with other teams.
- Contact the Minister in the event of emergencies related to member safety.
- Make official requests of the Board related to the Annual Canvass, as needed.

Skills:

- Ability to communicate effectively in writing and verbally.
- Understanding of finance and church budgets.
- One year of service on either the Finance or Endowment Fund Teams.
- Ability to delegate responsibility.
- Ability to recruit and sustain volunteers.
- Detail oriented.