

UUSD Finance Officer Roles — FY 2023



- Richard Wheeler and Kent Sprunger will serve as Co-Finance Officers for FY 2023

Richard

- Payroll – all employees and bookkeeper
- File monthly retirement account reports
- Coordinate all employee benefits and reporting
- Manage disbursements – process reimbursement requests, pay invoices, and verify against budget
- Coordinate Minister's Discretionary Fund
- Financial input for Workman's Comp insurance
- Coordinate with HR regarding employee status, pay rates, and benefits
- Member of the Finance Committee and budget sub-committee; Chair the annual budget team for pledge goal and final budget, including reporting to the Board and the congregation
- Member of the Contracts Team

Kent

- Manage deposits, including Vanco, checks, and cash; Includes fund raising, special events, and donations
- Maintain General Ledger
- Develop monthly financial reports for FC, Board
- Coordinate quarterly pledge statements
- Cash management and investments for all bank accounts
- Primary POC for questions and actions requested by committees and congregation members
- Member of the Finance Committee and pledge sub-committee

Shared

- Lead Power Church to QuickBooks transition
- Contribute to the monthly Board reports

Leah Thompson remains our bookkeeper and accounting resource