
Job Title: Director of Finance and Operations

Reports To: Senior Minister

FLSA Status: Exempt

Location: Arlington Street Church, 351 Boylston Street, Boston MA 02116

Job Type: Full-Time

About Arlington Street Church

Arlington Street Church offers a welcome and inclusive liberal religious community to the city of Boston and beyond. The congregation takes pride in its early and ongoing work for LGBTQIA+ rights, including as the site of the first legal same-gender marriages in the nation in 2004. Its historic building was the first church built in Boston's Back Bay in 1861, and its sanctuary is the home to 16 exquisite stained glass windows from the studio of Louis Comfort Tiffany. The congregation is part of the Unitarian Universalist Association of Congregations.

Arlington Street is in a time of deep change. We seek a skilled, strong and compassionate leader to partner with the transitional senior minister and lay leadership to rebuild the congregation's operational infrastructure. This will require strong skills in prioritization, delegation and collaboration with volunteer leaders.

Position Summary

The **Director of Finance and Operations (DFO)** is a key member of the leadership team, responsible for overseeing the financial and operational health of Arlington Street Church. The DFO provides strategic oversight of accounting, budgeting, financial planning, human resources, IT, legal compliance, and office operations. This role ensures the Church's financial sustainability and supports the effective delivery of its mission to be a beacon of love and service for justice and peace.

Key Responsibilities

Financial Management

- Lead all financial planning and reporting, including annual budget development, monthly forecasting, and cash flow management. Train and support lay leadership in planning and budgeting for operational and building needs.
- Oversee accounting operations, including AP/AR, payroll, general ledger, and bank reconciliations. Oversee external bookkeeper.
- Prepare monthly, quarterly, and annual financial statements in accordance with GAAP.
- Ensure accurate and timely completion of audits, 990 filings, and other regulatory reports.

- Monitor financial performance against budgets and provide actionable insights to leadership.
- Support fundraising efforts with timely reporting and data analysis.
- Work with treasurer to set up reports and design communications to keep the Prudential Committee and Congregation informed about its financial status

Operational Leadership

- Manage and improve day-to-day operational systems, processes, and policies.
- Oversee procurement and vendor managementSet up and oversee processes to manage key external relationships
- Ensure compliance with local, state, and federal laws and regulations.

Facilities Oversight

- Ensure delivery of processes for routine maintenance and long-term planning for building needs
- Communicate with Croma, the nonprofit organization overseeing restoration and preservation projects to coordinate on facilities projects that overlap
- Ensure up to date practices for managing rentals (Ágora, Anchor Church) and partnerships (Friday Night Supper Program, Ricesticks and Tea, AA groups) with adherence to building use guidelines
- Communicate regularly with the Buildings and Grounds committee on ongoing work and upcoming needs
- Communicate regularly with the Safety Team about needs and updates for the physical safety of the church property

Human Resources

- Oversee HR functions including recruitment, onboarding, benefits administration, and performance management.
- Supervise Congregational Administrator, including offering timely feedback on performance, congregational needs, and attention to creating and maintaining systems that can make their work more effective.
- Oversee updates to UUA databases as needed
- Ensure compliance with employment laws and internal policies.
- Promote a positive and inclusive culture, consistent with mission and UUA values.

IT and Systems Management

- Supervise IT infrastructure, software, and systems to support organizational efficiency.
- Manage relationships with IT vendors and consultants.
- Oversee updates to Breeze database
- Oversee maintenance and updates to website

Risk Management and Legal

- Identify and manage financial and operational risks.
- Coordinate with legal counsel on contracts, agreements, and compliance matters.

Strategic Leadership

- Serve as a strategic thought partner to the Senior Minister and Board of Directors.
 - Participate in congregation-wide planning, decision-making, and change initiatives.
 - Support the Finance and the Audit Committee of the Board with reporting and analysis.
 - Oversee staff and volunteer development, including succession planning and support of volunteer leaders.
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Minimum Qualifications

- Educational background in Finance, Accounting, Business Administration, or related field preferred.
- 7–10 years of experience in organizational management, preferably in a nonprofit setting.
- Proficiency in accounting software (e.g., QuickBooks), database management, Google Docs/Sheets and Excel.
- Strong leadership, analytical, and interpersonal skills.
- Effective verbal and written communication skills, especially related to motivating and coordinating volunteers

Preferred Skills & Experience

- Strong knowledge of nonprofit GAAP, fund accounting, and financial reporting standards
 - Experience managing HR, IT, and operational functions
 - Proficiency in working in virtual formats (e.g. Zoom)
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Work Environment and Compensation

- Work from the office of Arlington Street Church 40 hours per week, with remote options and specific work hours to be negotiated.
 - Starting Salary: \$80,000-90,000, commensurate with experience.
 - Benefits include health insurance, retirement contributions, PTO, professional development
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Non-Discrimination Statement

Arlington Street is committed to inclusion, and does not discriminate on the basis of age, disability, sex, race, religion or belief, gender identity, family status, or sexual orientation. We welcome all applications from a wide range of candidates.

How to Apply

Please submit a resume and a cover letter detailing your qualifications and interest in the position to the hiring team at jobs@ascboston.org.

Applications will be reviewed on a rolling basis, so we recommend applying promptly.