

**Unitarian Universalist Church of Davis**  
**FINANCIAL OFFICER CHARGE**

*Adopted by the Board of Trustees on February 13, 2017*

**Duties and Responsibilities**

The Church's Bylaws designate the Financial Officer as the chair of the Finance Committee. Under these Bylaws, the Financial Officer, in consultation with the Finance Committee, must:

- review the Church's financial reports and documents for completeness and accuracy.
- sign checks and other financial documents for which such authority has been delegated by the Board of Trustees.
- advise the Board of any emerging financial needs, concerns, or policy issues meriting attention.
- prepare an annual financial report at the end of each fiscal year.

In addition, the Board has delegated these additional responsibilities to the Financial Officer:

- preparing the annual operational budget for Board approval and submission to the congregation at the Church's annual meeting.
- providing monthly financial reports to the Board.
- overseeing the work of the Bookkeeper.
- collaborating with the Congregational Administrator on financial and budget matters.
- ensuring that the Church's financial affairs are conducted with care, diligence, prudence, and skill.
- ensuring that the Church's funds are held and spent as specified in Board policies.
- working with independent auditors of the Church's financial records.

**Special Qualities or Skills Needed by the Financial Officer**

- Experience in financial reporting, financial operations, and organizational budgets.
- Commitment to providing accurate, timely financial reporting.
- Ability to work collaboratively.

**Term of Office**

The Financial Officer may not serve more than six years in this office without taking a break in service of at least 2 years.

**Selection Process**

The Financial Officer shall be selected and approved by the Board of Trustees.

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