Purpose
To manage the financial responsibilities for the Congregational Life Staff Group in collaboration with the Director of Congregational Life, including budgeting and forecasting, accounting and financial processing, and fiscal procedure oversight.

Principal Responsibilities
1. Manages the Congregational Life budget which includes several cost centers. Managing budget includes preparing the annual budget, quarterly forecasting, reclassifications, journal entries and other tasks as needed.
2. In consultation with regional administrators, manages budgets for regions integrated into the UUA, including processing check requests, staff expense reports, contracts, billing, and payments. Provides assistance to non-integrated regions, including invoicing and tracking.
3. In consultation with event coordinators, manages finances for events, including creating contracts, billing, and payments.
4. Invoices and processes payments of Congregational Life programs- Hope for Us, UU Leadership Institute, Stewardship for Us, Transitions, and other programs.
5. Supports the Congregational Life Executive Administrator to manage the Congregational Life General Assembly budget.
6. Partners with Financial Services Staff Group to meet deadlines.
7. Performs other duties as requested by supervisor, the Director of Communications, the Executive Vice President, or the President.

Qualifications
This is an exempt Grade 10 position (expected hiring range $51,000 to $57,000, depending on experience). Note that qualifications may be met as a result of lived experience, volunteer work, professional experience, and/or formal or informal training. Requirements include:
- Bachelor’s degree or equivalent.
- Extensive experience in office management and budgeting. Strong bookkeeping and analytical skills.
- Having worked with various financial systems, i.e. Quickbooks is important. Financial Edge and/or Adaptive Insights program experience will be a plus.
- Ability to build consensus with multiple parties who may have different priorities.
- Skilled at working under time constraints and making deadlines.
- Ability to interact with a variety of individuals and constituencies with emotional maturity. A desire to represent the Congregational Life staff group and the UUA while dealing with various constituents with respect.
- Strong customer service, multitasking, and prioritization skills.
- Strong ability to maintain confidentiality and boundaries.
- High proficiency in Microsoft Office (Outlook, Word, PowerPoint) with exceptional Excel skills required
- Ability to travel is required, 4+ times per year, including, for example, to the annual General Assembly each June and to various offsite staff group meetings.
- Ability to work occasional nights and weekends.
- This is a remote, work-from-home position. Location is open in the continental United States.
- Understanding of issues around anti-racism, anti-oppression, and multiculturalism
- Work or lived experience with BIPOC communities is of particular value
- Eagerness to work in an organization in which the dismantling of white supremacy is a high priority
Location is open in the continental United States. You should have easy access to a major airport due to the travel requirements of this position.

How to Apply
People with disabilities, people of color, indigenous people, Hispanic/Latinx, and LGBTQ candidates are encouraged to apply. The UUA is committed to developing a diverse and talented staff team. If you are excited about this role, but are unsure whether you meet 100% of the requirements, we encourage you to inquire and/or apply. Send cover letter and résumé—indicating “Congregational Life Budget Manager” in the subject line—via e-mail to careers@uua.org, via fax to (617) 948-6467, or to Human Resources, UUA, 24 Farnsworth Street, Boston, MA 02210. E-mail submissions preferred.

About the UUA
The Unitarian Universalist Association is a progressive religious denomination headquartered in Boston’s waterfront Fort Point Innovation District. Our faith community of more than 1,000 self-governing congregations brings to the world a vision of religious freedom, tolerance, and social justice. Our normal workweek is 35 hours, we pay 80% contribution towards health insurance premiums, 10% towards retirement (after one year), and have generous paid time-off policies. We are a great place to work and we value diversity. The UUA is an Equal Opportunity Employer and is committed to the full inclusion of all. As part of this commitment, the UUA will ensure that applicants and staff with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact the Office of Human Resources at (617) 948-4648 or humanresources@uua.org. For more information on the UUA, visit us online at UUA.org and uuworld.org.

Support for the Mission and Values of the Association
The Unitarian Universalist Association is a progressive and historic religious denomination. While it is not generally required or expected that an applicant/employee identify as a Unitarian Universalist (UU) or be a member of a UU congregation in order to work at the UUA, all UUA staff members are expected to perform their job duties in accordance with the UUA’s values, principles and mission. In particular the following points, drawn from the Seven UU Principles, are of particular importance for the UUA’s work environment and staff culture:

- The inherent worth and dignity of every human being: We affirm the need for a human-centered workplace that allows our diverse staff to flourish. We also understand that our wider culture and society oppresses and denies human dignity, and we seek to counter the effects of that oppression in our hiring and workplace culture so that each person feels whole and valued.
- Justice, equity and compassion in human relations, and the goal of world community with peace, liberty and justice for all: We speak openly and publicly of our support for social and political issues, including LGBTQ equity, racial justice, climate justice, gender equity, and reproductive justice.
- The interdependent web of existence: We recognize that the liberation of all people is interwoven, and we work to counter patriarchy, white supremacy, colonialism, homophobia, transphobia, ableism, environmental exploitation, and other interrelated systems of marginalization.