

EFREE CHURCH FINANCE MANAGER JOB DESCRIPTION

It is the Finance Manager's responsibility to disburse all funds received into the church treasury in a responsible and organized manner with funds identified and bills paid when due, so that the mission and ministry of EFree Church are supported and strengthened.

JOB DUTIES

- Disburse all funds contributed to the local church budget, keeping accurate records of how funds are spent.
- Prepare accurate monthly financial reports indicating the financial wellbeing of the congregation.
- Work according to the policies and procedures established by the church.
- Report regularly to the Lead Pastor and Board of Elders and participate in appropriate congregational meetings.
- Ensure there are adequate records documenting the assets of the church for insurance and other purposes.
- Ensure that all church property is appropriately covered by insurance for casualty and liability losses.
- Ensure that all governmental taxes, reporting forms, and regulations are met on a timely basis.
- Maintain confidentiality of all financial information pertaining to giving and givers.

ESSENTIAL QUALIFICATIONS:

Christian Commitment: Demonstrates a Christ honoring life and testimony.

Education & Experience: Bachelor's Degree preferred, 5 years of work experience in finance and accounting required, proficiency in software related to finance and accounting highly desired.

COMPENSATION: Part-time salary, to be determined by the board of elders based on applicant's experience and education.