

FAITH LUTHERAN CHURCH

FINANCE MANAGER JOB DESCRIPTION

Overview

The Finance Manager has the responsibility to ensure the church's financial operations are processed and reported with accuracy and integrity. The position requires forward-thinking and a propensity to handle shifting technologies well. Responsibilities include the oversight and management of all financial areas of the church, including accounting, budgeting, forecasting, analysis, reporting, financial services, contract management and compliance.

Essential Duties and Responsibilities

- Maintains appropriate and accurate church financial records, including the recording of receipts and online giving, reconciliation of weekly bank deposits, processing and administration of vendor payments, and monthly reconciliation of all accounts. Ensures existence of audit trail for all transactions.
- Works in collaboration with the Faith Leadership Board Treasurer and Finance Committee, communicates regularly about the financial health of the congregation, provides monthly financial and budget performance statements, and responds in a timely fashion to financial inquiries from the Leadership Board, committees, staff, and church members.
- Performs financial planning analysis and forecasts to provide valuable insight for optimal decision making used to further Faith's Strategic Plan of "Connect, Grow & Serve" including staying abreast of current trends impacting stewardship, attendance and finances. Prepares the annual budget for the church and Faith Child Care and Nursery School (FCCNS) in collaboration with all persons with budget line-item responsibility, both Finance Committees, and the Leadership and FCCNS Boards.
- Assists with the stewardship process for both annual giving and long-term funds development. Keeps accurate records of all restricted gifts and reserve balances.
- Communicates with donors including preparation of tri-annual giving statements and acknowledgment of memorial and special gifts.
- Administers Faith's human resource needs, including the preparation of payroll, appropriate maintenance of employee files and paid time off, execution of necessary background checks and documentation related to hiring and termination, management of all employee benefit plans, and processing of year-end 1099s and W-2s.
- Provides logistical support to Faith's Property Team as it relates to facility operations, including the maintenance of church insurance records.

Relationships

- The Finance Manager also serves to provide financial oversight and support for our Faith Child Care & Nursery School ministry.
- The Finance Manager reports to the senior member of the pastoral staff and Leadership Board.

Key Competencies for Success

- A growing Christian faith and commitment to the mission of the church
- High proficiency in working with budgets and numbers
- Excellent interpersonal skills
- Strong written and verbal communication skills
- Effective at building strategic working relationships
- Exceptional organization and time management skills with keen attention to detail
- Ability to maintain confidentiality

Preferred Experience/Skills

- At least 5 years accounting experience
- Church or not-for-profit financial management experience preferred
- Bachelor's degree in accounting, business or finance preferred
- Proficiency with QuickBooks, payroll, and intermediate-level Excel experience
- Strong proficiency in financial recordkeeping, bookkeeping, personnel, and insurance knowledge
- Strong knowledge of accounting principles and internal controls
- Proficient in MS Office Suite, database skills
- Must be able to pass a criminal background check

Benefits

- Health & dental insurance, retirement plan, paid holidays, and PTO

Time Commitment

- 35 hrs/wk
- Flexible hours
- Position requires attendance at weekly staff meetings and several committee meetings, some of which meet in the evening.

Salary

- Contingent upon experience.

About Faith Lutheran Church

Faith is a place where people can grow in their faith in Jesus and in their relationship with others. Everyone is accepted and welcome! We understand and believe, as Paul told Timothy, "Christ Jesus came into the world to save sinners - of whom I am the worst." If you are a "sinner" then join us - you'll fit right in. There are people of every age and a wide diversity of opinions. But two things we all have in common is a love of Jesus and a desire to help those who are in need.