

St. Paul's

United Methodist Church



Job Title: Accounting & Finance Manager

Type: Part-time (Exempt, 25 hrs/wk)

Reports to: Lead Pastor

Work Location/Time: At Church, minimum 4 partial days onsite (some flexibility in schedule)

Job Summary

The Accounting & Finance Manager is responsible for the accurate and timely day-to-day accounting operations of the Church. This position also plays a key role in guiding forward-looking financial management of the Church's assets.

Core Responsibilities

- Accounting leadership
 - Maintain accounting records for all non-Offering incoming payments and all outgoing payments.
 - Ensure all accounting procedures follow GAAP, including specific guidance for nonprofits
 - Conduct monthly reconciling and closing of accounts
 - Provide information requested by external auditors
- Financial transaction management
 - Receive and process all non-offering payments
 - Ensure timely and accurate payments, including Payroll and all related costs, credit cards, Vendors, and Conference Mission Shares
 - Ensure credit card charges by staff members hit correct budget lines
 - Make weekly deposit of Offerings and other donations
- Financial processes and systems
 - Oversee, implement, and refine, as needed, key processes, such as payments/ check requests, check generation, check signing by appropriate people, and account receivable invoice generation & issuing
 - Evaluate and make recommendations on improvements to accounting software, processes and procedures.
- Reporting
 - Prepare and share routine monthly financial reports
 - Develop ad hoc reports as requested by pastors or designated Leadership Team members
 - Complete and submit required State of Maryland property tax forms
 - Complete and submit reports needed by the Conference
 - Lead completion of Conference Mission Shares calculation worksheet
 - Midyear audit submission

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- Budget management
 - Partner with Finance Lead on annual budget development process
 - Close out prior year and create new annual budget
- Financial vendor management
 - Serve as key contact for financial vendors, such as banks and fund managers
 - Handle deposits, transfers, and withdrawals with financial vendors
- Work collaboratively with people in key roles, including
 - Church pastors & staff teammates
 - Leadership Team, including Finance and Trustee Leads
 - Baltimore Washington Conference of the UMC staff members
- Other related duties as assigned. The omission of specific duties does not preclude the assignment of duties that are logically related to the position.

Required Qualifications

- Accounting expertise – current or former CPA, or equivalent training
- Experience with nonprofit accounting
- Knowledge of payroll requirements
- Familiarity with accounting software (i.e., QuickBooks) and Microsoft Office Suite
- Ability to maintain confidentiality and discretion with information sharing
- Acts with honesty and integrity, ensuring all duties are performed in an ethical and transparent manner
- Collaborative orientation
- Self-motivated and able to be flexible in dynamic environment

Desired Qualifications

- Familiarity with United Methodist Church procedures and practices, as outlined in the Book of Discipline
- Experience with online payment platforms (e.g., Clover, Vanco)

Salary

- \$35,000-\$45,000; final salary will depend on experience of candidate