

Finance Manager: First Christian Church Shelbyville

This position performs all required financial duties of the church. This person will work closely with the Treasurer, the Budget Committee, the Executive Committee, and the staff. This position reports directly to the Senior Minister. Currently this is a part-time position, requiring 10-20 hours/week, and allows for flexible hours. Salary \$18-\$20 per hour.

Key Responsibilities and Duties

- Record the weekly contributions, produce reports, and email said reports to appropriate personnel. Ensure your contribution entry matches the counters' worksheet. Perform weekly bank transfers and maintain spreadsheets of contributions and daily bank activity. Reconcile online giving to the bank statement. Ensure all funds are in the correct bank account and that checks are issued for in/out contributions. Prepare the bank deposit weekly and physically take the deposit to the bank.
- Keep track of all grant income and expenses.
- Prepare and distribute confidential annual contribution statements to church members.
- Assist the treasurer in preparing monthly, quarterly, and annual financial reports, including income, expense, and balance sheets for the finance committee and board meetings.
- Process invoices, pay bills, and manage employee payroll, including tax deposits, W2 forms, and 1099's. Look for opportunities to decrease expenses. Make sure there are receipts, expense forms, and adequate documentation before paying a bill. Ensure the correct account number is charged.
- Submit payments for monthly, quarterly, and annual payroll taxes. Keep records of non-giving contributions.
- Collaborate with the minister and finance committee to develop the annual budget.
- Ensure all records are kept in accordance with established church policies and regulatory requirements.
- Perform monthly bank reconciliation.
- Maintain and review policies and procedures.
- Required to attend Budget Committee and Church Board Meetings

Qualifications and Skills:

- Proven experience in bookkeeping, accounting, or a related field (2-3 years preferred).
- Experience with accounting software (CDM) and Microsoft Office, particularly Excel.
- High level of trustworthiness, discretion, and ability to maintain confidentiality regarding member contributions.
- Strong attention to detail and ability to manage multiple tasks.
- A commitment to serving in a ministry context.

Please send resumes to pam@fccshelby.org or call 317-398-4407 if you have any questions.