

JOB TITLE | Finance Manager

MINISTRY | Finance

REPORTS TO | Finance Director

STATUS | Full-Time Salaried

SUMMARY OF CONTRIBUTION

The Finance Manager serves as the operational leader of the Church's accounting function and is responsible for maintaining the integrity, accuracy, and timeliness of financial records and reporting. This role oversees the day-to-day accounting operations, supports the annual audit process, prepares payroll registers for Finance Director review, and ensures compliance with established internal controls. This position is execution-focused and control-oriented, operating under the strategic oversight of the Finance Director while collaborating closely with ministry leaders and operational teams. The Finance Manager plays a key role in advancing faithful financial stewardship across a growing multi-campus ministry.

PRIMARY RESPONSIBILITIES

Accounting Operations & Financial Close

- Oversee general ledger accuracy and integrity
- Manage monthly close process, including journal entries and reconciliations
- Ensure timely production of internal financial reports
- Maintain and improve accounting policies and procedures
- Monitor internal controls and identify control gaps

Payroll Administration (Preparation & Control Execution)

- Prepare semi-monthly payroll registers for Finance Director review and approval
- Ensure payroll changes are properly documented and authorized before processing
- Reconcile payroll-related GL accounts
- Maintain payroll audit trail and compliance documentation

Audit & Compliance

- Serve as primary internal coordinator for the annual external audit
- Prepare requested audit schedules and supporting documentation
- Maintain compliance with nonprofit accounting standards
- Support Elder/Board-level financial reporting preparation

Budgeting & Ministry Support

- Assist with the annual budget development process
- Support ministry leaders with budget reporting and variance analysis
- Partner with the Finance Director in financial planning processes
- Help maintain alignment between accounting records and budgeting systems

Systems & Process Management

- Maintain integrity of accounting system (currently QuickBooks Desktop; future cloud-based migration anticipated, such as Sage Intacct)
- Assist in evaluating and improving financial systems and integrations
- Document and standardize financial workflows
- Identify automation and efficiency opportunities

Internal Controls & Risk Management

- Execute established segregation-of-duties controls
- Monitor high-risk areas (cash handling, payroll, restricted funds)
- Assist in strengthening financial governance infrastructure as the church grows

EXPERIENCE REQUIRED

- Bachelor's degree in Accounting, Finance, or related field
- 5+ years of progressive accounting experience
- Strong understanding of GAAP and nonprofit accounting principles
- Experience participating in or managing a structured monthly close process
- Proficiency in Microsoft Excel (Pivot Tables, Power Query/Power Pivot) and experience with financial management systems (e.g., QuickBooks, Sage Intacct)

PREFERRED EXPERIENCE

- CPA license or CPA-track background
- Experience in nonprofit or church accounting
- Experience supporting or coordinating external financial statement audits
- Multi-entity or multi-location accounting experience
- Financial systems implementation or migration exposure

COMPETENCIES

- High integrity and stewardship mindset
- High attention to detail and strong internal control mindset
- Ability to handle confidential payroll and financial data with discretion
- Structured, process-oriented thinker
- Strong written and verbal communication skills
- Collaborative, service-oriented approach toward ministry teams

BRIEF

As our church continues to grow across multiple campuses, a strong financial infrastructure is essential to supporting ministry impact. The Finance Manager plays a critical role in ensuring excellence, accountability, and transparency in our stewardship of resources entrusted to us.