

POSITION: **FINANCE MANAGER**

RESPONSIBLE TO: Senior Pastor

POSITION SUMMARY:

The Finance Manager's purpose is to serve the church by managing, supervising, planning, and coordinating the financial affairs of the church.

RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work to be performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to this position.

1. Manage accounts payable, payroll, benefits administration, accounts receivable, bank statements and other accounting records related to the finances of the church.
2. Assure accounting methods and practices are in accordance with generally accepted accounting principles (GAAP).
3. Prepare and submit tax reports and payments in compliance with Federal and State Tax regulations.
4. Maintain updated records of individual giving and provide annual contribution statements.
5. Manage appropriate funds of all designated gifts, including memorial gifts and deferred giving, and assist in the management of the church's programs such as bequests, endowment or trust funds.
6. Assure monthly financial statements are available to the Senior Pastor, Treasurer, Stewardship and Finance, and to the congregation for bi-monthly business meetings.
7. Assist Stewardship and Finance in the preparation process of the annual budget, communicating year-to-date finances with Group Leaders and compiling a proposed budget for review.
8. Establish and oversee accounting records for church-supported missionary staff, building contracts, or other special projects deemed necessary.
9. Work with the Trustees to ensure that appropriate and adequate insurance coverage is in place, including worker's compensation insurance, and property, casualty and liability insurance.
10. Research, evaluate, and sign service contracts within budgeted guidelines for operations, such as rental items, internet and phone lines, office equipment maintenance, etc.
11. Assist with preparation and implementation of financial-related policies and procedures.
12. Maintain personnel files and assure employees are paid appropriately for approved time off or other approved compensation in accordance with the Personnel policies.
13. Serve as an ex-officio member of the Stewardship and Finance Group.
14. As reasonably possible, attend Stewardship and Finance meetings and other Group/TAG finance-related meetings as requested.
15. Attend financial and tax-related seminars or webinars as needed.
16. Assist with special projects and perform other duties as assigned by the Senior Pastor.

Note: This job description will be reviewed and/or revised as needed by the Senior Pastor annually to reflect changes in responsibilities.

SUPERVISION AND COMPENSATION:

1. Responsible to the WSBC Senior Pastor, or in the absence of a Senior Pastor, the Personnel Group.
3. This is a salaried permanent part-time position based on 32 hours per week.
4. Work schedule will be coordinated with the Senior Pastor.
5. Salary to be recommended by the Personnel Group based on experience and qualifications.
6. Benefits provided as listed in personnel policies for permanent part-time employees.

QUALIFICATIONS:

1. A graduate of a four year college or associates program with a strong history of experience in business management.
2. Have experience in maintenance of financial, fiscal, and payroll record keeping.
3. Have experience in Microsoft Office and data management programs.
4. Possess excellent organizational skills and the ability to work with others.
5. Be able to read, interpret, and explain tax and payroll laws, rules, and regulations, and to stay updated with new laws, rules, and regulations as they relate to taxes and payroll.
6. Be an active member of WSBC or of a local like-faith church.