

	Management System – Job Description	
	OP6001-F027 Finance Manager	Revision: A
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**General Description**

The Finance Manager is responsible for managing church finances and financial business processes. This includes management of weekly offerings and other forms of income, monthly preschool tuition billing and payment, bill payment, purchasing, expense reimbursement, petty cash, payroll, bank accounts, loans, and annual financial planning.

**Essential Job Functions**

1. Receive, count, enter, and deposit weekly offerings.
2. Work with Resource Center leadership to ensure funds are available to make change and sales revenues are processed each week.
3. Produce and distribute quarterly and annual general and building fund giving reports.
4. Work with the Preschool Director to produce tuition billing documentation and to receive and process monthly tuition payments.
5. Receive, review, record, and pay bills and other expenses.
6. Plan for upcoming expenses and manage cash flow as required to meet the operational needs of the church.
7. Function as purchasing agent establishing relationships with key suppliers and executing requested purchases as required to meet on going ministry needs.
8. Establish and manage expense reimbursement, petty cash, check request, and other financial business processes.
9. Manage payroll for church staff ensuring funds are transferred and payroll data is entered each pay period.
10. Establish and manage bank accounts as the church’s business needs dictate.
11. Assist the Executive Pastor and other church staff in developing an annual financial plan.
12. Manage on going building program financial needs including loan applications, routine financial reporting, periodic pay applications, municipality escrow release requests, etc.
13. Produce and distribute financial reports (balance sheet, income statement, budget performance, giving, etc.) for church staff and leadership team members as needed to support sound financial decision making.
14. Establish, document, and manage financial business processes as needed to ensure smooth, efficient, and accurate business operations.
15. Perform other duties as assigned.

**Education and Experience**

This position requires a minimum of 3 to 5 years experience as a accounting/finance person in a church or business environment. Possession of a BA/BS Degree in Accounting, Finance, or related field is required. The successful individual will also possess a working knowledge of Quickbooks (or other similar software applications) Microsoft Office (including Excel), church database (Fellowship One, etc.), and other related applications.

**Position Structure and Level**

Grade: TBD  
 Reporting: This position reports to the Executive Pastor  
 Organization: Finance Department