

Manager of Finance. Grace Church

Job Description

Purpose of Position:

The Manager of Finance is a full-time position with responsibility for the management of all Grace Church Campus financial systems by leading the planning, development and execution of financial processes and solutions in support of its ministries.

Goals, Responsibilities, Duties:

- Planning, development and management of overall budget and individual ministry department budgets
- Preparation of monthly, quarterly, and yearly financial reports for all areas of financial administration
- Management and weekly payment of accounts payable
- Weekly entry and management of all contributions/income
- Preparation and execution of banking responsibilities including deposits and statement balancing/reconciliation
- Assistance to department heads and ministry coordinators within church body to manage finances of various auxiliary ministry projects and events
- Collection, monitoring, and payment of pastoral Expense Reports
- Collection, monitoring, and timely payment of staff credit cards
- Management of yearly assignment, distribution, and maintenance of contribution envelopes for church attendees
- Management of the timely payment and long-term pay-off plan of church mortgage
- Management and mitigation of financial risk
- Documentation of all essential financial processes
- Other miscellaneous duties including financial campaign assistance, financial problem-solving, and assistance with large-scale church events.

Reports To:

Director of Administration of Grace Church.

Requirements:

- Fully committed to Jesus Christ and the ministry vision and philosophy of Grace Church.
- A servant's heart, a passion for local church ministry and a desire to see people utilize their gifts in service.
- Ability to lead staff and volunteers well, manage multiple projects and deadlines, think and plan strategically, and implement change successfully.
- A flexible, ministry-minded attitude that works well with other leaders.
- Deep conviction of the Kingdom importance of financial accountability and stewardship
- Dedicated attention to detail
- Ability to work in close association with Director of Administration for all listed responsibility areas
- Daily transportation is necessary, as the position will be split during the week between campuses
- Accounting degree or equivalent experience is required