Chelsea First United Methodist Church
Finance Manager
Position Description

Overview:
The Finance Manager is responsible for accounting, accounts payable, payroll, production of financial reports, proper maintenance of accounting records; accurate processing of financial transactions; administration of controls designed to mitigate risk, enhance accuracy, and ensure compliance with generally accepted accounting principles. The Finance Manager assists with benefits enrollment and new-hire onboarding. The Finance Manager gleans and shares knowledge from organizations specializing in local church finance and stewardship education and best practices, helping the Finance Committee, the staff, and the church to grow in their capacities to live generously and to serve God faithfully.

Management Responsibilities:
- Provide leadership to finance and accounting areas of the organization.
- Provide useful financial insights to help make wise decisions about strategy.
- Manage and maintain system of accounts and keep books and records on all transactions and assets.
- Prepare finance reports, including monthly reports for Committees and Administrative Council, requests from members regarding contributions, and various requests from staff members.
- Maintain control of the following areas: general ledger, accounts payable, expense reports, billing and payroll.
- Administer payroll, partnering with payroll service, to deliver flawless payments.
- Assist with preparation of annual budget.
- Oversee maintenance of personnel files.
- Assist Finance Committee with annual review of financial records.
- Prepare letters to donors, including thank you letters for annual pledges and quarterly and year-end statements of contributions.
- Keep in order the financial records of the church, both hard copy and electronic.
- Prepare for the annual audit.
- Oversee state registration filings

Transactional Responsibilities:
- Ensure that all financial transactions are processed accurately, in a timely manner, and in accordance with generally accepted accounting principles.
- Develop, implement, and maintain processes and controls that are current best practices related to transaction processing: payroll, accounts payable, revenue and expense, fixed assets, cash, bank reconciliations, and allocations.
- Perform month-end closing procedures.
- Maintain an orderly accounting filing system.

Knowledge, Skills, and Abilities:
- Proactive, hands-on leader who will own responsibility for the Finance Department.
- Strategic thinker who possesses solid business acumen and is able to organize and manage multiple priorities.
- Exceptional verbal and written communications skills, and the ability to interact effectively with others, both internally and externally.
- Excellent time management skills, with the ability to perform multiple tasks and meet critical deadlines while maintaining accuracy and quality.
- Ability to keep details about contributions and payroll strictly confidential.
- Proven ability to manage complex and time-sensitive decisions in the best interests of the organization.

Qualifications:
- Bachelor's degree in accounting or finance is preferred, but not required.
- Experience with financial and accounting practices, procedures and systems.
- Experience with church/non-profit organizations is a plus.
- Ability to learn quickly the Shelby membership and accounting software; familiarity with and ability to use Excel.

While the above is a description of the essential functions of the position, other duties may be assigned, at the discretion of the senior pastor.

Time Expectations:
- Part time, 15 hours per week. The Finance Manager must maintain scheduled office hours during the business day.

Committees/Groups where attendance is expected:
- Finance Committee meetings (monthly, evenings)
- Staff meetings (weekly, daytimes)

Supervised by:
- Reports to the Senior Pastor and Staff-Parish Relations Committee.

If you would like more information or to apply for this position, please contact John Seto click HERE