

**CHRIST CHURCH AT GROVE FARM
POSITION DESCRIPTION
FINANCE MANAGER**

DEFINITION

The Finance Manager is a salaried full-time position who is responsible for the management and oversight of all finance operations at Christ Church at Grove Farm and is expected to align the church operations with the mission and vision of the church as set by the Senior Pastor.

This position will oversee and encourage the accounting staff and volunteers and will also work with the Parish Council Treasurer and Finance committee.

The Finance Manager is expected to contribute to the staff's team spirit through fellowship, encouragement, leadership, prayer, cooperation, and participation. Must be available to serve Sunday services, special services, programs, and events.

QUALIFICATIONS

- Give testimony and life witness of... (1) being a committed believer in Jesus Christ, (2) spiritual gifts relevant to leadership of this ministry, (3) God's affirming calling on this ministry.
- Has a bachelor's degree in Finance, Business, or a related field.
- Have significant experience in finance, budgeting, and management
- A minimum of three years leadership experience and has a continuous desire to learn.
- Non-profit experience preferred.
- Proficient with Generally Accepted Accounting Principles (GAAP)
- Has a sound knowledge of Scripture, an ability to teach effectively and apply Scriptural principles in all areas of ministry.
- Be a stable, mature, and growing Christian with an exemplary personal, marital and family life (if applicable).
- Able to demonstrate proven leadership in mobilizing staff and volunteers toward a shared vision.
- Is committed to teamwork with staff and church leadership.
- Be in agreement with the mission, vision, and doctrinal position of Christ Church at Grove Farm and become a member of the church.

RESPONSIBILITIES

- Oversee all areas of finance with the direct oversight and encouragement of the Accounting Manager which includes:
 - General accounting – general ledger, financial reporting, accounts payable.
 - Financial recording – scheduling of revenue and expenditures, analyzing variances and initiating corrective actions.
 - Financial review – detailed review and analysis of general ledger and financial analysis projects as requested
- Review, administer, and make recommendations of financial policies, procedures, and controls.

- Ensure that all financial information complies with the generally accepted accounting principles (GAAP).
- Establish annual budget with input from ministry leaders and other staff.
- Ensure the bi-weekly payroll is prepared and associated journal entries made. Oversee proper interface with payroll systems and in compliance with payroll regulations.
- Prepare the financial summary, statements, comments, and capital expenditures update for Parish Council members prior to their monthly meeting.
- Prepare for, engage, and manage the annual financial audit conducted by a public accounting firm.
- Periodically, prepare an analysis of actual expense compared to budget for each budget maker and review the results with them.
- Ensure proper recording for the Good Samaritan account distributions and receipts.
- Analyze, forecast, and manage operating cash requirements implementing appropriate controls for ensuring adequate operating cash.
- Analyze, forecast, and manage major capital expenditures under the direction of the Senior Operations Director.
- Administer and oversee management of all restricted funds accounting.
- Oversee and manage property leases and lease income from the John Guest Ministry Center.
- Review and approve selection of the accounting software as appropriate.
- Interface with the Parish Council Treasurer and Finance Committee in preparation of the annual budget, capital expenditures, the annual financial audit, and other issues as appropriate.
- Maintain and analyze all business insurance to ensure appropriate coverage. Liaison with insurance carrier for coverage and claims needs.
- Work with attorneys on financial legal issues.
- Attend all-staff meetings and staff chapel.
- Perform other duties as assigned.

ADMINISTRATIVE RELATIONSHIPS

- The Finance Manager will be accountable to and supervised by the Senior Operations Director.
- Directly oversees, encourages, and measures performance of the accounting staff.
- Works with the Parish Council Treasurer and Finance Committee per their responsibilities.