**Christ Episcopal Church**

Tuscaloosa, Alabama

**Finance Manager**

Job Description

(Revised May 2017)

**Qualifications and Qualities**

The Finance Manager shall possess a strong commitment to the Diocese, to the National Church, and to the Parish; experience in managing a large religious institution; and an ability to supervise staff, build a strong team spirit among the staff, be a good representative of Christ Episcopal Church in the community, and assist the Rector in any matters requested.

**Duties**

The Finance Manager assumes primary responsibility for those functions necessary for the day-to-day fiscal operations of the Parish. Included in the duties are categorizing various assets and liabilities and income and expenses, preparing deposits to the Parish’s various accounts, working with the Christ Church Foundation, preparing checks to pay Parish expenses, maintaining and communicating the progress of pledge payments, and other duties as needed and mutually agreed upon.  Currently these duties include but are not limited to:

**I. Accounting and Bookkeeping**

A. Recording and processing pledges and other cash receipts, including gifts through electronic means (bank draft) and credit card through the website and gifts of stock.

B. Recording and processing investment contributions received.

C. Mailing quarterly and year-end contribution statements.

D. Processing and paying all accounts payable invoices.

E. Preparing year-end 1099s.

F. Preparing bi-weekly payroll, including direct deposit.

G. Maintaining and processing all payroll records, federal and state tax reports, including year-end W-2s.

H. Maintaining the Parish general ledger system (journal entries, etc.).

I. Allocating use of copier/printer or postage machines each quarter

J. Overseeing and checking on a monthly basis church credit card use.

K. Preparing monthly financial statements for Treasurer.

L. Preparing reports pertaining to a capital campaign, should the Parish be involved in

one.

M. Providing other financial data as requested by the Rector, Treasurer, or Vestry.

1. Preparing monthly Vestry books to assist with Vestry meetings.

O. Communicating regularly with Church Treasurer on financial matters.

P.         Managing cash and all checking accounts to maintain adequate balances and to maintain and update the check signors list for each account.

1. Acting as liaison to auditors for annual audits, providing all requested information and researching financial records.
2. Providing budget versus actual reports to department heads periodically.
3. Maintaining state sales tax exemption for Church Preschool.
4. Reconciling monthly bank and investment statements (accomplished in a manner that will allow the Church to qualify for coverage under the Diocesan fidelity bond).

U. Preparing annual budget draft and working with the Treasurer and the Finance Committee to complete the annual budget for Vestry approval.

V. Preparing annual and other periodic reports to the Diocese and Church Pension Group.

W. Providing church staff with requested reports.

X. Serving as the financial contact for the Diocese, Choir School, and Preschool.

**II. Other**

1. Establishing and attending regular office hours.
2. Attending staff meetings.
3. Attending Stewardship and Finance Committee meetings.
4. Managing relationship with outside computer consultants/vendors.
5. Assisting Stewardship Chairman with Every Member Canvass by keeping pledge cards received, entering them to contribution records, maintaining the number and dollar amount of pledges, and reporting this to Stewardship Chairman, Rector, and Treasurer.
6. Performing other duties as assigned.

**Accountability**

The Finance Manager works under the direct supervision of the Parish Treasurer and is responsible to the Parish Treasurer through the Personnel Committee. The Vestry through its Personnel Committee shall periodically review the performance of the Finance Manager based upon the above duties and responsibilities seeking appropriate feedback from committees and personnel with whom the Rector works, considering the criteria for leadership necessary for the effective operation of Christ Episcopal Church. The Finance Manager will work with the Personnel Committee in formulating goals and objectives for each year. Monthly reporting by the staff members to the Personnel Committee may be requested to calculate measurable goals.

**Other Duties**

The Finance Manager must be able to perform the essential functions of this position which in addition to those stated above include but are not limited to: working work well with the Rector and Vestry, working well with the staff and parishioners, communicating effectively with staff and parishioners, working without supervision, completing projects on time, being on time and having regular attendance, and performing other functions as requested by the Parish Treasurer, the Rector, and/or the Vestry.

**Status**

The Finance Manager is a non-exempt, hourly position, 20 hours per week.

The position of Finance Manager is a part-time position and serves at the pleasure of the Vestry and the Rector. The Finance Manager is an employee at will, and his or her terms and conditions of employment are governed by the Parish Employee Handbook unless otherwise agreed to by the Vestry and Finance Manager.

Job Description Acknowledgement Form

I have received and reviewed and fully understand the job description for Finance Manager. I further understand that I am responsible for the satisfactory execution of the functions described above, with or without reasonable accommodation, under all conditions as described to the satisfaction of my direct supervisor.

Employee’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_