

We are a community of faith Sharing the Joy, Living the Faith, and Being the Hope. This means it is a priority for us to welcome and honor the sacred worth and dignity of all persons at any stage in the faith journey. We believe our community should reflect the love of God, extending to persons of every race, age, ethnicity, sexual orientation, gender, physical and mental capacity, education, economic, and marital status.

Job Title	Finance Manager
Position reports to:	WPGUMC Sr. Pastor
Employment status:	Part-Time/Exempt
Standard Work Schedule:	20 hours per week (flexible)

Position Objective

The candidate will provide timely, efficient, and accurate bookkeeping services for the church staff and ministry teams; act as a resource to the pre-school program; manage accounts payable, general ledger, payroll, electronic giving, contributions, and financial databases; prepares reports and analysis as required by the church leadership and denomination; participates as a Core Team Member; and will oversee vendor contracts.

- Roles and Responsibilities**
- **Accounting**
 - Process Accounts Payable and disperse funds as authorized
 - Complete bank statement reconciliations
 - Process incoming contributions, prepare bank deposits, maintain contributor records
 - Oversee the electronic giving platform and process
 - Participate in the annual internal financial audit
 - Lead the annual budget process
 - Assist committee with annual stewardship campaign
 - Oversee contracts with vendors including: IT, facilities maintenance, mortgage, etc.
 - Provide accounting expertise to the Pre-School Program
 - **Human Resources**
 - Lead a team of volunteers who count the weekly contributions
 - Review and submit monthly payroll for church staff using ADP
 - Complete HR documentation for processes like new hires/terminations
 - Maintain staff files
 - Benefits administration
 - **Core Team**
 - Contribute to Core Team meetings twice a month by preparing and presenting financial statements with analysis and recommendations
 - Communicate financial information to the congregation via newsletter articles

Qualifications

- BA in Accounting, Finance, or related field
- CPA designation or Advanced degree preferred
- 5+ years in accounting and financial management
- Demonstrated experience and expertise in non-profit accounting and financial oversight. Experience with faith-based organizations a plus.
- Excellent computer skills required: MS Office, ADP RUN payroll, church management and accounting software, and a willingness to learn additional software applications
- Demonstrated organizational, time management, and follow-up skills
- Ability to multi-task and prioritize effectively
- Commitment to maintaining confidentiality of sensitive information
- Ability to maintain necessary records and reports pertinent to the finance function

Characteristics

- Analytical and thorough
- Detail-orientated and organized
- Flexible and adaptable
- Self-starter with drive, initiative, and focus
- Positive, can-do attitude
- Ability to work independently and as a part of a team
- Ability to establish relationships and develop trust
- Desire to help people and support the growth of the church
- Passion for financial stewardship