



**Victory
of the Lamb**

JOB DESCRIPTION - FINANCIAL MANAGER

The position of Financial Manager is a part-time position (10-15 hours per week).

Primary Responsibilities

Bookkeeping and financial management for church

Primary Goal

To manage Accounts Payable and Accounts Receivable for church

To develop appropriate processes for managing finances

Supervisory Relationships

Accountable to: Treasurer and Lead Pastor

Directly Supervises: NA

Primary Duties

- Process church payables in QuickBooks, after approval by the Treasurer. Prepare checks to be signed by Treasurer. This should be done at least twice per month such that no payables are considered late.
- Reconcile the church's offerings through deposits made locally as well as electronically through our vendor partners.
- Balance church check book on a monthly basis.
- Produce financial reports through QuickBooks to include Profit/Loss, Actual vs. Budget, Balance Sheet, and Current Fund Balances. This should be done no less than quarterly, but every two months is preferred. Be available for possible cycle requests based on needs of the church.
- Process all aspects of church payroll for salaried and hourly staff for direct deposit bi-monthly. This includes timely filing of state and federal tax reporting on a quarterly basis.
- Assist with preparation of the annual church Financial Ministry Plan (Budget) and adjust QuickBooks annually to reflect this plan.
- On a quarterly basis, prepare written analysis comparing actual revenue and expenses to budget for review by Leadership Team; assist treasurer in reviewing cash and investment performance and make recommendations to Leadership Team as appropriate.
- Prepare for annual audit of church finances to be conducted by Audit Team.

- Maintain relations with online giving sources.
- Assist Leadership Team with financial forecasts and special projects.

Position Qualifications

- Bookkeeping and payroll experience necessary
- Experience with QuickBooks desired, but will train as required
- Education and training in general accounting practices

Additional Information

- Length of Service: ongoing; ample notice required to find and train replacements if needed
- Compensation: Competitive, 10-15 hours per week
- Could be combined with Office Manager position for qualified applicants