



St. George's
Episcopal
Church

**Parish Finance Manager
Staff Job Description**

Position Title: Parish Finance Manager (PFM)

Position Classification: Permanent, Exempt, Salaried

Benefits: Full medical / dental coverage, Term Life Insurance, paid time off (vacation and sick time), pension, continuing education, work from home

Supervision: Works under the general supervision of the Chief of Staff. The Parish Finance Manager (PFM) works at the pleasure of the Rector, who may from time to time assign other duties.

Work Schedule: Maximum of 40 hours per week. Typically, this position works from 8:30 am – 5 pm, Monday – Friday, with a 30-minute lunch break. Occasionally, evening or Sunday afternoon meetings may be required. Some flexibility possible in consultation with Chief of Staff.

Duties: The Parish Finance Manager's primary objective is to provide organizational support to the financial management of St. George's Episcopal Church. The PFM is responsible for specific tasks in the following areas:

1. Financial transactions
2. Vendor management
3. Financial stewardship

Qualifications:

- Associates degree (or higher) in accounting or similar field, or equivalent experience
- Excellent knowledge of general accounting principles
- 3 years+ of financial transaction experience, preferably with a non-profit or faith community environment
- Experience with ACH and credit card transactions
- Experience with ACS Financial Suite (or similar transaction/accounting software)
- Excellent teamwork and people skills
- Superior written and oral communications skills
- Knowledge of appropriate office software including Microsoft Word, Excel, and Outlook
- SharePoint experience is a plus

Skills and Abilities:

- Ability to prepare, review, understand, and explain a financial statement
- Microsoft Office including Excel, Word, Outlook, and PowerPoint
- Organization
- Exceptional attention to detail and accuracy of work
- Analyzing information and problem solving
- Recruiting, working with, and supervising volunteers

Financial Transactions: 70%

- Process Payroll
- Record day-to-day financial transactions and complete posting process
- Reconcile payroll taxes, pension plans, and bank accounts at the end of each month
- Supervise posting and review of parishioner contributions
- Maintain, post, and reconcile general ledger of transactions for all of St. George's accounts and close books each month
- Categorize expenses from operating account general ledger to reconcile with operating budget
- Prepare monthly financial reports with Treasurer, including financial summary, cash flow, balance and income statement, restricted accounts, investments
- Prepare monthly financials for ministry commissions
- Prepare quarterly and annual financial statements with Treasurer of all funds and trusts
- Prepare information required by accountant for annual audit and forwards accountant's report to Diocese
- Prepare quarterly payroll reports and maintains all necessary payroll records for state and federal payroll taxes and income withholding
- Prepare annual W-2 and 1099 MISC for employees and contract workers
- Provide financial reports for St. George's Preschool
- Maintain church account with brokerage company and handle accounting for stock and fund transactions

Vendor Management: 15%

- Review financial aspects of contracts and vendor agreements
- Negotiate terms, conditions, and costs with vendors
- Organize annual review to evaluate vendors and make recommendations for key preferred vendors
- Responsible for processing payments for church purchases with assistance of other staff

Financial Stewardship: 15%

- Maintain covenant of confidentiality regarding household giving information
- Assist with analyzing costs – both historic and predicted – to help ensure financial resources are best utilized
- Prepare annual giving statements
- Notify Rector of giving abnormalities that may require pastoral follow up
- Collaborate with Chief of Staff on compiling financial trend information for Finance Committee and Vestry
- Prepare parish giving reports for Generosity Team, Finance Committee, Planned Giving Advisory Board, Vestry, and other ministries in collaboration with Chief of Staff
- Assist Treasurer, Finance Committee, Chief of Staff with preparing annual budget

To apply for this position, please email a resume and cover letter to: apply@stgeorgesepiscopal.net