



## Staff Role Description

# Finance Manager

Ministry:	Central Operations – Finance
Reports To:	Executive Pastor of Operations
Average Hours Per Week:	Full time, 40+ hours /week
Role Type:	Exempt
Last Revision Date:	September 2020

### Role Overview

Under the direction of the Executive Pastor of Operations, the Finance Manager will oversee all aspects of the Finance Ministry at The Chapel, including providing leadership and direction for the Finance staff team, in a manner that honors, embraces and embodies our culture, values and leadership.

### General Requirements

The Finance Manager must ...

- Be an example of the type of Christ follower that we want our people to become by embracing The Chapel's vision, holding to our statement of beliefs, practicing our approach to ministry and embodying our culture
- Demonstrate a passion and aptitude for making disciples of Jesus and embrace genuine Christian community as the primary vehicle of discipleship at The Chapel
- Believe that the Holy Spirit indwells and empowers every follower of Jesus, and consistently experience the very power and presence of God at work inside, through, and around themselves as they participate in God's mission in the world
- Share in the continued mission of Jesus by consistently ministering, through the power of the Holy Spirit, God's presence, love, truth, and power to all those encountered
- Become a visible example and model for our congregation and be authentic, joyful, winsome, inspiring and compassionate
- Have a strong relationship with God, as evidenced by a healthy devotional and moral lifestyle
- Have a strong family life, as evidenced by the quality of the relationship with their spouse and children (where applicable) and their ability to effectively manage their finances
- Be inspiring, motivating others to sacrifice for God
- Be an effective communicator, both formally and informally, with warm and engaging interpersonal skills that are both relational and inspiring
- Have demonstrated abilities as an action-oriented leader, able to cast vision and align leaders accordingly
- Have proven and successful experience in all areas under the Primary Responsibilities

## Finance Manager

### Primary Responsibilities

- Provide spiritual and professional leadership for the Finance ministry, staff and volunteers at The Chapel
- Oversee all activities of the Finance Ministry by providing leadership, development and evaluation
- Support our senior leadership by providing strategic assistance in all financial areas such as risk management perspectives, investments, debt management, etc.
- Budget Management – Partner with ministry departments to determine fiscal year budgets and continually analyze data to ensure compliance
- Bank Relations – Manage all banking relationships, oversee the on-going balancing of bank statements, resolve all issues that may arise and serve as a bank signer as needed
- Credit Cards – Review, reconcile and process all statements (including uploading files to the system) and oversee overall usage to ensure maximum benefits for The Chapel
- Vendor Relations – Manage all vendor relationships by providing files, reviewing statements, processing payment, verifying eligibility (benefits, life insurance), internal billing (by ministry), payroll uploads, etc.
- Audits – Provide oversight for annual audits by maintaining strong communication with auditors and Chapel staff regarding pre-audit preparations (trial balance, balance and income statements, debt statement, net asset statement, etc.) and managing the audit process by providing necessary support to auditors and delegating tasks to appropriate staff members
- Reporting – Run reports as needed and provide data analysis
- Payroll – Assist with the processing of payroll as needed by Human Resources
- Benefits – Provide financial assistance to Human Resources during annual benefit renewal season

This staff role description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.