



Staff Position: FINANCE MANAGER

Reports to: Lead Pastor and Finance Team

Status: Full Time

FLSA: Exempt

Purpose: The Finance Manager carries responsibility for managing the financial resources of First Church in order to fulfill the mission and vision of the congregation.

Essential functions:

- Maintain accurate records of member contributions and prepare year-end summaries of each for tax and individual review purposes.
- Support efforts to increase the proportion of the congregation's contribution income that provided through means of electronic giving and process online contributions.
- Maintain accurate records of all church income through tithes, special gifts, estate gifts, and other sources. Compare to budget estimates as appropriate and requested in consultation with the Finance Team.
- Prepare and provide monthly financial reports for pastor, staff (in areas of responsibility), Leadership Council, Finance Team, and other leaders as may be identified by the Lead Pastor.
- Prepare any required reports or forms for the auditor, IRS, Annual Conference (statistical reports), Charge/Church Conference (church conference reports), or other offices of accountability.
- Prepare payroll checks/direct deposits as well as any benefit payments, payroll taxes, etc. on behalf of church employees.
- Prepare payments for apportionments, mission work, special projects, Faith Promise, and all church expenses and obligations.
- Prepare reimbursement checks as approved by appropriate leaders.
- Input data for accounts payable and track and review postings.

- Maintain credit card accounting for church accounts (Sam's, Chase) with each cardholder staff member.
- Balance and maintain the Emergency Aid Fund.
- Balance and account for the preschool checking account.
- Prepare, in consultation with the Finance Team, and Lead Pastor, the annual budget for the congregation.
- On a monthly basis reconcile and balance church checking accounts.
- Maintain banking relationships as established and approved by the Finance Team.
- Prepare and distribute W-2 and 1099 Forms appropriately for tax purposes.
- Arrange, in consultation with the Finance Team, for a regular audit.
- Serve as the contact person for health insurance, workers compensation, church insurance, utilities, banking institutions, United Methodist Foundation, and Scholarship Ministry.
- Track memorial contributions, update families of the deceased, and send a note of confirmation and appreciation to memorial donors.
- Coordinate with Office Manager in managing the Columbarium Fund.
- Schedule, train, and maintain a trained team of volunteers to support the work of financial management (offering counters, check signers, etc.) as needed.
- Coordinate and integrate Preschool financial processes/accounting with the overall accounting of the congregation.
- Be available for church business meetings, staff member consultation, and response to inquiries from members/donors as needed.
- Serve as staff support to the Finance Committee/Team.

Minimum Qualifications:

- High school graduate. Higher education and training in accounting procedures preferred.
- Proven knowledge and effective use in accounting and database computer systems.
- Proven knowledge of general accounting procedures.
- Organizational skills and attention to detail a must.

**First United Methodist Church
236 W. Crystal Lake Ave.
Crystal Lake, IL 60014**

***Send resume and cover letter to: Rev. Lisa Kruse-Safford at
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