

Faith Baptist Church

Position Description: Finance Manager

I. Position Description:

The church Finance Manager is responsible for properly accounting for all monies of currencies received and paid by the Church and schools, performing personnel actions, and maintaining personnel files as necessary. Because of the sensitive nature of the information accessed by the Finance Manager, it is imperative that confidentiality is strictly maintained. Day-to-day supervision is provided by the Lead Pastor.

II. Qualifications:

1. Must be a Christian and a regular attender of Faith Baptist Church or a church of like doctrine and practice.
2. Bachelor's degree in accounting or finance; certification as CPA and MBA/MACct preferred.
3. Strong working knowledge of GAAP.
4. Has completed all the required MinistrySafe screening prior to being hired, and undergoes follow up screening.
5. Knowledge and experience of bookkeeping and accounting for church finances and/or a financial institution is desired.
6. Basic knowledge of the German language and German tax and social laws is desired.
7. Evaluation will be on the level of competency in the following areas: (a) administration and management; (b) financial management; (c) human resources management; (d) planning and evaluation.

III. Duties, Responsibilities, and Expectations:

1. Ensures all bills are paid in a timely manner.
2. Records all accounting transactions properly, deducting from correct line, subaccount, and bank account.
3. Uses petty cash to pay small expenses. Conducts cash count monthly for Euro petty cash, ensuring proper accounting techniques have been applied.
4. Reviews monthly automated reports for inconsistencies and corrects errors.
5. Ensures the payroll for approximately fifty employees are paid in a timely manner and all taxes are deducted and reported by the third-party payroll advisor.
6. Manages paystubs and other files prepared by the payroll contractor to ensure proper records keeping by maintaining a file of the documents. These documents include, but are not limited to, payroll calculations, allocation of taxes and social dues and payroll reports for each pay period.
7. Track's leave earned and used for all employees.
8. Receives and sends end-of-year income and tax statements for all employees.
9. Maintains computer database of internal funds for income and expenses.
10. Assists the Elders in preparing and implementing the budget.
11. Prepares monthly financial reports of the church and schools for the Elders.
12. Prepares end-of-year contribution statements for all contributors.

13. As time permits, performs other duties as assigned by the Lead Pastor.

IV. Human Resources

1. Maintains accurate and up-to-date human resource files, records, and documentation.
2. Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.
3. Maintains the integrity and confidentiality of human resource files and records.
4. Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
5. Acts as liaison between the church and schools and external benefits providers and vendors, which may include health, disability, and retirement plan providers.
6. Conducts and assists with new hire orientation.
7. Originates and maintains employment contracts for Faith Baptist Church and schools' employees.
8. Processes employee paperwork, to include new employees and departing employees, and maintains any annual paperwork that is required.

V. Work Hours

The Finance Manager position requires working up to eighty-four hours per month, twelve months a year. Absences away from the job during normal work hours must be approved in advance by the Lead Pastor and will be uncompensated unless charged to accrued vacation time or offset by accrued compensatory time from additional approved hours worked. Volunteer or paid replacements must be approved by the Lead Pastor. This is a salaried position.

Employee

Date

Lead Pastor

Date