



FINANCE MANAGER

The purpose of The First Reformed Church of Pompton Plains (FRC) is to CONNECT with God and one another, CELEBRATE through participation and worship, CULTIVATE disciples of Jesus Christ, and CONTRIBUTE to our community and beyond. Our vision is to be a church with OPEN DOORS, inclusive and welcoming; OPEN HEARTS, intentional discipleship, and OPEN HANDS, the presence of Christ in the lives of others.

The Financial Administrator helps fulfill this purpose and vision by overseeing all financial and general operational aspects of the church, by serving alongside the Lead Pastor as a team player, and by fostering an atmosphere of financial accountability and property management.

Ministry Area/Department	Finance
Accountable To	Lead Pastor
Key Relationship/Ministry Target	Treasurer, Administrative Staff, Consistory, Volunteers
Employment Classification	Salary, Non-Exempt
Position Time Requirement	28 Hours/week if there is no Finance Associate or 20 hrs/wk if job sharing 8 hrs/wk with Finance Associate

I. QUALITIES & QUALIFICATIONS

- a. A degree in finance or accounting is preferred.
- b. Minimum of five years' financial and/or accounting management experience preferred
- c. Applicants need to be organized and flexible and, have a positive attitude and strong interpersonal and analytical skills.

II. RELATIONSHIPS AND ACCOUNTABILITY

- a. Direct report of the Lead Pastor and accountable to Consistory
- b. Collaborate with Treasurer
- c. Participate in weekly staff meetings and on occasion, Consistory meetings.
- d. Provide financial direction to and facilitates communication with FRC Teams.
- e. Comply with FRC policies and procedures.

III. AREAS OF RESPONSIBILITY

a. Church Operations

- i. Serve as resource person regarding financial matters of the church.
- ii. Supervise Finance Associate
- iii. Assist responsible staff or Team in determining and authorizing appropriate use of and fees for, church building rentals

- iv. Work with Finance team to optimize insurance policies, Office Manager with office equipment lease agreements and Property Team with utility and maintenance agreements.
- v. Maintain personnel files to ensure appropriate documents are available.

b. Financial Administration

- i. Prepare and manage the annual budget process in collaboration with the staff, Consistory, and team leaders.
- ii. Provide monthly financial reports to staff and team leaders regarding their budgetary and/or fund status.
- iii. Reconcile all bank and investment accounts for Ministry Fund, Mission, Youth Mission and Capital Campaign.
- iv. Prepare and manage monthly, quarterly, and year-end financial reports.
- v. Manage processing of contributions, accounts receivable, and accounts payable.
- vi. Prepare and issue approved manual checks for approved payments as requested by staff and the Mission Team.
- vii. Process approved transfers between checking and/or brokerage accounts.
- viii. Manage disbursements of Capital Campaign loan payments.
- ix. Manage all disbursement transactions and records for the Trust Fund.
- x. Work with Property Team on annual disbursement from Dovey Fund.
- xi. Prepare and manage bi-monthly payroll.
- xii. Prepare and manage reporting for IRS, pension system, insurance companies, social security administration, pastor equity fund, etc.
- xiii. Manage the maintenance of an accurate filing, recordkeeping, and reporting system for all financial matters.
- xiv. Participate in annual internal audit of financial procedures.
- xv. Manage all accounting and financial reporting for FRC Capital Campaign.
- xvi. Maintain updates to all section of Policy and Procedure manual.
- xvii. Maintain set-up for financial and contribution modules.
- xviii. Send acknowledgement letters to families of memorial accounts.
- xix. Ad hoc financial reports, journal entries and activities as needed.
- xx. Accountable for accounting procedures, internal controls, financial planning and reporting, accounts receivable and payable and asset management procedures as described in First Reformed Church Policy and Procedure Manual Section 20.