



Full-time, Non-exempt Position
Department: Business
Reports to: Director of Business

Brief Role Description:

The Finance Manager performs routine financial and business tasks necessary to the operation of Emmanuel. Duties include bookkeeping and data entry, creating and distributing reports, creating documents and spreadsheets, and completing assigned projects. Extensive software skills are required, especially in Excel, and back-end accounting tools. The ideal candidate is customer service oriented and possesses strong communication skills. Must be passionate about maintaining and improving the financial and business systems which support Emmanuel.

Requirements:

- Bachelor's degree with focus in accounting or two years of professional experience.
- Ability to work and serve well in partnership with other ministry leaders utilizing highly developed interpersonal and communication skills.
- Minimum two years' professional experience as Accounts Payable Specialist or other accounting role.
- Minimum two years' experience managing accounts payable or revenue for an organization with gross annual revenue of \$500,000 or more.
- Experience with fund accounting.
- Demonstrated ability to multi-task and perform high quality, detailed work with minimum supervision.
- Detail-oriented, organized, with focus on executing daily and weekly procedures. Ability to create procedures.
- Minimum one year experience with industry best practices; including processes, procedures and tools.
- Proficient with Microsoft Excel and a fund accounting tool, preferably Intacct. Preferred proficiency with Nexonia or other expense and purchasing tool.

Ministry Specific Duties and Responsibilities:

- Manage corporate expenses via Nexonia including expense approvals, expense reports and reimbursements.
- Manage the distribution of company credit cards and employee training for company cards.
- Generate and distribute recurring financial reports (weekly, monthly, annually).
- Assist in month-end and year-end closing of fiscal period.
- Implement new and provide training on point of sale devices; oversee and maintain product creation requests.
- Collaborate with ministry departments and provide training on financial process.
- Create and maintain end of year giving statements for congregants.
- Manage organization and storage of financial records.
- Assist Business Team with special projects.

I've read and I understand the duties and responsibilities of this position.

Signature _____

Date _____