



JOB DESCRIPTION

Position Title: Finance Manager

Ministry Department: Finance (Operations)

Reports To: Operations Director

Status: Full-Time, Exempt (M-F)

Revised: November 2021

Primary Purpose

The purpose of the Finance Manager is to oversee and execute all aspects of the Finance Ministry with integrity, accuracy and excellence, assuring financial and donor records are maintained in good-standing.

Position Requirements

- College degree in accounting, or five years' work experience
- Experience working in non-profit, fund accounting and/or ministry preferred.
- General Ledger, Accounts Payable, Accounts Receivable, Bank Reconciliations, Payroll and Tax Reporting
- MS Office (specifically excel) proficiency, Mac, Accounting Software
- Strong ability to hold information in confidence
- Excellent written and communication skills
- Professional presence on the phone and in-person
- Ability to be teachable, seeking out coaching and learning for growth and development
- Ability to promote a positive attitude and working environment, with the desire to have fun, be positive and flexible

Position Responsibilities

General Ledger

- Oversight and maintenance of General Ledger, assuring all entries are processed accurately and timely.
- Assure fund balances are accurate and balanced.
- Assure assets and liabilities are accurate and balanced, including monthly depreciation of the building and other assets.
- Process month-end and year-end closings.

Accounts Payable

- Review and approve all invoices to be paid.
- Review all credit card statements and transactions.
- Order and maintain RH staff credit card accounts.
- Supervise petty cash, as overseen by Finance Ministry staff.
- Assure vendor accounts are in good standing.
- Assure Building Project payments are made in a timely manner.

- Assure Forms W-9 are submitted and filed prior to vendor payment(s).
- Work with Outreach Finance Team on support payment schedules.

Accounts Receivable

- Supervise recording and count of deposits and donations, as overseen by Finance Ministry staff.
- Deposit funds on a weekly basis, both remotely and in-person.
- Assist in box collection and count of deposits as needed.
- Assist donors as needed, casting vision with an attitude of thankfulness.
- Distribute annual and quarterly giving statements.

Payroll

- Maintain and oversee clergy housing allowances, including requests, reviews and approvals.
- Work with Elder Team on commissioning of ministers.
- Maintenance of compensation adjustments per Elder Team.
- Maintenance of staff benefits, including but not limited to cell phone reimbursements, medical allowances, health benefits, PTO and RH Retirement Plan.
- Produce annual compensation summaries for all RH Staff.
- Run payroll on a bi-monthly basis.
- Review hourly budgeted hours of RH Staff as applicable.

Tax Reporting

- Process and file quarterly Forms 941.
- Process and distribute Forms 1099 and 1096.
- Process and distribute Forms W2 and W3.
- Process annual Idaho State Form 967.
- Process and file Idaho Sales and Use Tax on a monthly basis.

Bank Reconciliations

- Oversee bank reconciliation process as performed by Finance Ministry staff.
- Verify ending and GL balances.
- Track check sequence for all accounts.

Financial Reporting

- Process monthly financial reports for all funds.
- Analyze balances and trends, then report to Elder and Finance Teams.
- Project year end balances for Outreach and Church Plant funds.
- Prepare and distribute giving statements per direction of Elder Team.
- Prepare Sunday program finance inserts per direction of Operations Director.

Annual Budget

- Assist in planning and preparation of annual budget.
- Work alongside Finance Team in review of budget on a semi-annual basis.
- Report Budgeted Income and Expense to Directors on a monthly basis.

Finance Team

- Scheduling and preparation for monthly Finance Team meetings.
- Prepare monthly agenda and minutes.
- Work alongside Finance Team Chair and members for Finance Ministry direction as needed.
- Maintain Finance Ministry Internal Controls per direction of Finance Team.

Bank Accounts

- Serve as owner and signer on all cash and investment accounts.
- Maintain signature cards and passwords.
- Maintain loan balances.
- Transfer funds as needed.

Human Resources

- Maintain and record staff PTO.
- Assist with onboarding of new hire's payroll forms.
- Maintenance of personnel files.

Other Responsibilities

- Supervise, lead and care for Finance Ministry staff.
- Maintain financial records and data on Dropbox and on site with accuracy.
- Maintain corporate leases, contracts and agreements.
- Oversight of Point-of-Sale processes for RH Store and Coffee Bar.
- Oversight of RH Store Inventory.
- Assist with annual audit.

Personal and Spiritual Requirements

- Has a growing relationship with Jesus, and a commitment to spending daily time with Him.
- Models a strong relationship with his or her spouse (if married) and children (if applicable).
- Strives to fulfill his or her purpose in life and ministry, while demonstrating integrity in words, relationships and actions.
- Models standards and expectations of Rockharbor Church leadership, including, but not limited to:
 - Upholding Rockharbor's Core Values and mission
 - Regular attendance at Rockharbor Church services
 - Regular participation in a Community Group
 - Partnership through tithing and serving
 - Abstaining from smoking, vaping and illegal substances
 - Models discretion and positivity in use of Social Media
 - Setting of appropriate boundaries to protect character and integrity.

Rockharbor Church exists to love and lead one another to be devoted followers of Jesus. We encourage each member of our staff team to live this mission through their personal lives and in their work. We value striving for excellence and working together as a team. We believe God has gifted each individual with specific and unique gifts and talents, which He brings together to reach our community and world with the love and message of Jesus!