

St. Paul's Episcopal Church, in Wilmington NC

Position Title: Finance Manager

Position Summary: The Parish Accountant of St. Paul's Episcopal Church is a key role within the parish staff and provides the qualified candidate the opportunity to work within a church of approximately 250 families of the parish in conjunction with the Rector, Vestry, Treasurer, and Finance Committee. The Parish Accountant reports to the Rector in close collaboration with the Parish Treasurer.

Responsibilities

Reporting to the Rector and working closely with the Treasurer and Finance Committee, the Finance Manager's duties include:

Finance

- Full general ledger responsibility including posting transactions, payroll, journal entries, monthly and year-end reconciliations, and closing and preparation of financial statements on a timely basis for the General Operating Fund, Capital Campaign Fund, and various other funds (financial entities). Ensuring that the financial records for all funds are maintained in accordance with best accounting practices and regulations. St. Paul's uses **ACS' Realm software** for Accounting and Membership.
- Payroll processing, preparation of all related tax filings, and maintaining all employee records. Preparation of quarterly and annual giving/pledge statements to be mailed to all donors.
- Providing assistance to the Stewardship Committee chair as needed to track and report the results of the annual stewardship campaign and record all donations in Realm software. Providing assistance to the Capital Campaign Committee chair as needed to track and report the results of the Capital Campaign and record all donations in Realm software. Preparation of the financial sections of the annual parochial report. Facilitating the annual financial review by an independent Diocesan Contract Auditor, a Certified Public Accountant, or an In-house Audit Committee and preparation of an annual financial summary report for the Parish.
- Working with the Rector, Finance Committee, Treasurer and Vestry to develop, implement, and monitor the annual operating and capital budgets, preparation of financial statements, forecasts, and worksheets for special projects, funds, and accounts as requested by the Treasurer, Finance Committee and Rector.
- Working with the Treasurer and Finance Committee to monitor the financial health of the parish, manage and ensure the integrity of the financial matters of the parish through regular review of financial controls, as well as regular monitoring of investment and banking relationships.

Risk Management/Insurance

- Assist the Treasurer and Finance Committee in assessing coverage needs, securing coverage proposals, analyzing policy terms and cost, and recommending and binding the appropriate insurance coverage including property, general liability, errors and omission, and other coverage.

Vestry and Standing Committees of the Vestry

- Support the Vestry and Standing Committees of the Vestry with relevant financial matters and information.

Compensation: - Compensation range (\$58,000 - \$62,000 depending on experience and hours worked)

Benefits: After a 90-day probationary period, the employee is eligible for a vacation plan, holidays, and medical plan coverage. After one year of employment, the employee is eligible for the Episcopal Church Pension Plan.

Screening/Training Requirements: Background screening and successful completion of *Safe Church, Safe Communities training of the Episcopal Church*

Minimum Qualifications: Four-year college degree in accounting or business administration with an emphasis in-accounting, or equivalent professional training and experience; knowledge of non-profit accounting practices; knowledge of non-profit and religious organizations; ability to work successfully with diverse constituent groups; strong verbal and written communication skills; experience in policy development and implementation; strong computer skills; and experience with **Realm** (church accounting software) a plus.

Position duties will be performed in the church offices in Wilmington, NC.

Status: approximately 35 hours/week

Federal Labor Standards Act Classification: Exempt from overtime

To Apply

Qualified applicants are invited:

- Submit a cover letter and resume.
- The cover letter should address experience related to the areas of responsibility and innovative ideas for improvements the candidate will bring to the position.
- Provide two or three written professional references.
- Email the information above to Communications Chair Anne O'Dell, at asb3080@gmail.com

Disclaimer:

The information in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

NOTE: This church is located in Wilmington North Carolina and has a full-time Rector, Parish Administrator, and Music Director as well as various part-time positions.