

Finance Manager

TrinityLife Church | Lutherville, Maryland



Job Description: This role will support the mission of TrinityLife Church by managing finance functions including performing and overseeing financial and administrative tasks of general ledger accounting, financial reporting, budgeting, bookkeeping, payroll, accounts receivable, accounts payable, financial database management and certain vendor management activities.

What You'll Do

- Preparation of monthly and annual financial reports for Pastor, Officers, Finance Committee and Administrative Board.
- Preparation of monthly and ad hoc financial reports and analysis for church departments.
- Accounts Payable: review all invoices and approve them for timely payment; oversee finance assistant to ensure proper data entry, transaction processing, and purchasing management.
- Maintain the general ledger, recording day-to-day financial transactions as necessary with accuracy; enter data and maintain records; have proficiency in the preparation of journal entries, balance sheets, statements of operations, and cash flow reports.
- Ensure that receivables, such as donations of cash and securities, are recorded promptly, assisting donors as needed, and producing annual statements of contributions.
- Coordinate all bank deposits and online giving activities and reporting; prepare monthly bank reconciliations.
- Coordinate benefits administration, record keeping, and related payroll matters; process payroll accurately and timely via third-party administrator.
- Maintain orderly record keeping and filing systems for key documents and reports.
- Oversee the balance of the budget by monitoring ongoing income and expenditures.
- Coordinate and manage the annual audit of the church's financial statements.
- Perform annual tasks applicable to a church such as pertinent tax filings, insurance audits, etc.

Skills Needed to Succeed

- Commitment to personal professional and spiritual growth.
- A positive demeanor with a strong desire to serve the Lord, other church staff, and church members.
- Bachelor's degree in accounting, finance, or business administration.
- Five or more years of bookkeeping/accounting/financial reporting experience preferred.
- A self-starter with an ability to multitask concurrent projects and "switch gears" as needed.
- Experience in Microsoft Office and financial management software/databases.
- Experience using general ledger and financial reporting software.
- Ability to maintain a systematic and organized approach to completing assignments accurately, thoroughly, and in a timely manner.
- Ability to self-motivate, take initiative, make independent decisions, and solve problems.
- Ability to both collaborate in a team environment and work independently.
- Strong attention to detail, analytical skills, and general financial acumen.
- Ability to handle confidential information with discretion and professionalism.
- Ability to clearly explain complicated and detailed processes concisely.
- Ability to manage others effectively strongly desired.

Benefits We Offer

- A competitive salary commensurate with experience and benefits.
- Professional development and conference opportunities.
- Generous employer-paid leave for the use of vacation, sick time, and other qualifying reasons.
- Paid parental leave for pregnancy, birth and adoption needs.
- Innovative and comprehensive medical and dental insurance that provides team members with useful resources and savings to navigate their holistic health.
- Life insurance policy provided for some full-time employees at \$10,000 at no cost.
- 403B retirement plans allowing all employees to make contributions and full-time employees receiving employer match.
- Business casual dress and work environment.

*This position requires the successful candidate to be able to work out of our Lutherville location and is not eligible for remote work.