



POSITION DESCRIPTION MOUNT VERNON BAPTIST CHURCH

JOB TITLE	<i>Finance Manager</i>
REPORTS TO	<i>Associate Pastor of Administration and Discipleship</i>

OVERVIEW

- The Finance Manager is responsible for the timely, efficient, and accurate preparation and maintenance of the Church's accounting and financial operations, as well as administering benefit plans for church staff. This position requires ongoing interaction and coordination with church staff, various ministry leaders and teams, the congregation, and outside business contacts and vendors.

DUTIES & RESPONSIBILITIES

Contribution and Income Management

- In collaboration with other staff and/or volunteers, process weekly contributions and other receipts in the membership database and the financial software. This process involves close daily monitoring and reconciliation of all online giving and payment activity.
- Provide various banking needs, including delivering weekly deposits, obtaining cash for various needs, transferring funds online as needed monthly, and annually updating required bank signature cards & reports.
- Assist donors and manage reporting requirements and communications for specialized giving options, including stock, vehicle, or property donations.
- Prepare and submit the required file to our provider for the giving envelope service provided by the church.
- Process and distribute annual contribution statements by mail and email. Provide statements or donation updates at other times as requested or needed by donors.

Accounts Payable

- Review and prepare weekly and monthly payments for all invoices and other church financial commitments. This process involves a combination of checks, various electronic payment types, and extensive credit card usage.
- Reconcile and process all staff members' monthly credit card expenditures; multiple credit cards are used.
- Maintain and utilize petty and imprest cash bags as needed for miscellaneous payments and reimbursements.
- File and pay the quarterly Sales & Use Tax report online to the NCDOR according to due dates. Prepare and submit the semi-annual Sales & Use Refund Request Report to receive the proper refund.
- Collect and maintain Form W-9s as appropriate for vendors and provide annual 1099 & 1096 forms as required.

Payroll/HR

- Prepare the semi-monthly payroll for full and part-time staff, submitting proper tax liability payments and retirement plan contributions as required by the IRS, NC Department of Revenue, and the DOL.
- Collect and maintain proper onboarding documentation and processes for all paid staff, including managing the unique needs of ordained ministers (housing and FICA allowances, etc).
- Prepare and submit quarterly 941 reports, annual W-2 and W-3 Reports, and other annual payroll-related reports to various governmental agencies as required.
- Assist with the administration and maintenance of personnel benefit plans, including multiple insurance plans and the retirement plan.
- Coordinate and communicate with insurance broker(s) on all annual personnel insurance renewals, occasionally shopping for other plans to ensure good stewardship.

General Ledger/Miscellaneous

- Prepare and process various journal entries and transfers as needed or requested.
- After reconciling the bank statement, complete the monthly closing procedures for general ledger, accounts payable, and payroll. After extensive review and analysis of all monthly transactions and making needed adjustments, prepare and distribute various financial reports to the proper staff and elders, the Finance and Personnel Teams, the proper Life Groups, and the church congregation.

- Provide ongoing monitoring of budget compliance and consolidate the annual church budget preparation, providing various reports and assistance to all areas as needed. This is an extensive process that involves months of planning, analysis, and teamwork by all ministries.
- Coordinate the year-end duties and procedures in January, ensuring all transactions have been completed before closing the year. Update the G/L chart of accounts as needed for the new budget year.
- Attend various Finance Team or staff meetings as needed throughout the year, especially during budget and year-end seasons. Prepare necessary reports for these meetings.
- Administer the credit card rewards program and redeem points as requested for benevolence needs.
- Issue tax exemption forms and copies of the BSC 501(c)3 letters as requested.
- Pursue various training opportunities and online seminars to stay up-to-date on continually changing laws. Frequently review church law newsletters and our accounting software updates for any new processes.
- Research any potential tax credit opportunities for the church and complete the proper documentation.
- Prepare for and oversee an independent biennial financial audit and prepare the annual workers' compensation audit report for the proper insurance provider.
- Coordinate and work with staff to ensure proper adherence to IRS, NCDOR, and DOL laws and regulations.
- Provide Notary Public services for the church.
- Always try to honor the Lord with all duties!

QUALIFICATIONS

- Genuine salvation experience and a committed follower of Jesus Christ.
- Advanced experience in all areas of accounting, including general ledger, accounts payable, payroll, donation/accounts receivable management, etc., as well as experience with personnel and benefits administration. Experience with non-profit financial management is most helpful.
- Degree in Accounting or Business Management preferred, or substantial equivalent experience is necessary.
- Ability to work very independently, prioritize crucial functions, and multitask in a fast-paced position. Strong organizational skills, time management ability, and very close attention to detail are a must.
- Integrity, discretion, and trustworthiness while handling confidential information in a responsible manner.
- Capability for unique problem-solving and finding effective solutions for issues, all while maintaining proper internal controls and transparency as needed.
- Accounting management software experience, preferably specific to church finances, is necessary.
- Proficiency with other computer systems and technology, including spreadsheet and word processing software.
- Ability to be flexible with working hours as seasonal or monthly workload demands do occasionally vary.
- Strong interpersonal, verbal, and written communication skills needed.

DIRECT REPORTS

Church Administrative or Accounting Assistant as available.

Volunteer Counters as needed

EMPLOYEE SIGNATURE:

I have reviewed this position description and agree to serve accordingly:

SIGNATURE: _____

DATE: _____

POSITION DESCRIPTION REVIEWED & UPDATED:

DATE: _____

BY: _____

SUPERVISOR SIGNATURE: _____

Updated August 2026