



Position: Finance Manager Part-Time

Department: Finance

Revision Date: 06/04/2024

MISSION:

To love and lead people to a life-changing connection with Christ.

VALUES:

Fun – We believe that having a good time together matters!

Impactful – We're committed to making a positive difference together in Jesus' name!

Growing – We are always moving toward God's best!

Creativity – We want to be imaginative, original, innovative, and artistic for God's glory!

Accepting – We understand that we're all a work in progress, so all are welcome here!

Passionate – We insist on expressing enthusiasm and lively excitement about life in Christ!

Supernatural – We desire to encounter the presence of God and engage our spiritual gifts!

ACCOUNTABILITY:

The Finance Manager will be accountable to the Director of Finance & Operations.

FIT:

We are looking for a positive and collaborative leader with a passion for the Lord and His work at Centerpoint! This role interacts with all members of the church; staff, ministry leaders, volunteers and attendees and should naturally reflect our values of Fun, Innovation, Growth, Creativity, Acceptance, Passion, and Supernatural. This person must be a high capacity working manager, a critical and analytical thinker, a team builder, and someone who is comfortable in ambiguity.

AREAS OF OVERSIGHT & RESPONSIBILITY:

Payroll, Accounts Payable/Receivable, Financial Reporting, Administration of Tax & Legal Entity Requirements, General Ledger, Financial Systems Development & Maintenance

PREFERRED QUALIFICATIONS:

Must have a heart for the local church, a growing relationship with Jesus Christ, and a passion for using communications to reach others

BA Degree in Accounting preferred

6 years experience of corporate accounting

2 years of accounting computer systems (Quickbooks)

2 years of Business and church management experience

3 plus years of experience in financial management

2 plus years of supervisory experience

POSITION PROFILE:

- A spiritual leader who implements department initiatives while integrating their relationship with Christ in the process.
- Possesses experience in designing and implementing internal controls and systems for financial accounting.
- Experience in overseeing an accounting department that serves multiple areas within the organization.
- Experience in motivating and aligning staff with the innovative systems needed for effective stewardship and financial accountability.
- Promotes and facilitates a high degree of accountability for both their team and the staff at large.
- Ability to provide innovative, growing and effective management and leadership of professionals in finance, accounting, payroll, and customer service fields.
- Leads and manages with a highly collaborative spirit.
- Empowers others in fulfilling God's calling on their lives.
- Implements well developed stewardship principles of money, people and time within their areas of responsibility.
- Champions financial stewardship principles to promote its value within the organizational culture.
- Creative in developing solutions and systems that empower Centerpoint's Leaders and Managers to be more effective in management of their own budgets and resources.
- Evidences Spiritual humility under authority in their leadership and management.
- Manifests an effective balance between theoretical ideas and practical implementation.
- Models effective work and family balance.
- Able to disciple others spiritually and professionally, thereby multiplying him/herself in leadership.
- Ability to effectively interact and partner with volunteer leaders and other managers in fulfilling the mission of the church.
- Capable of working with high capacity peers in collaboratively forging a path forward through innovative initiative in fulfilling the mission and vision of the church.

POSITION EXPECTATIONS:

This position is part-time, 16 hours per week. As a member of the Centerpoint staff team it is your responsibility to fulfill the expectations of this role, the execution of assignments, and ensure collaboration with other departments and ministry areas through clear communication and modeling healthy teammanship and practicing appropriate work/life balance. Staff team members are expected to be able and willing to adapt to the ever-changing needs of the ministry and relentlessly pursue the alignment of individual and department goals with the mission and vision of Centerpoint Church.

CP Staff Team Expectations:

- Candidates must be cleared through a background check
- Employees will be partners of the local church and amenable to the values and doctrine of the Free Methodist Church
- Commit to embracing and demonstrating the values of the church
- Commit to working as a team with people and departments
- Be respectful and kind in all your dealings with staff, volunteers and the people we serve
- Develop your unique voice within the team
- Read and agree to abide by the policies of our Employee Handbook

Employee Signature: _____

Date: _____

Name (print): _____

Supervisor Signature: _____

Date: _____

Name (print): _____

Title: _____