**Part-Time Finance Manager Job Posting — August 2021**

The Lakewood United Church of Christ (UCC) at 100 Carr Street is seeking a part-time Finance Manager.

Lakewood UCC is a diverse, growing, progressive, Protestant Christian church, Open and Affirming of the LGBTQ community. [We are a vibrant, inclusive, progressive Christian church committed to making disciples, making connections, and making a difference](http://www.lakewooducc.com/). “Our mission is to develop our faith in God, enabling us to know the abundant life Christ promised by nourishing our spiritual journey, fostering community, inviting others to join us on the journey, and going forth into the world through service to do justice, love others, and promote peace. We are an Open and Affirming church, respecting all God’s children regardless of race, color, ethnicity, gender, national origin, sexual orientation, age, or disability.”

**Lakewood United Church of Christ Finance Manager Responsibilities:**

**Cash Flow Management**

* Manage bank accounts to ensure proper funds are available for church expenses
* Stay in contact with bank representatives regarding account maintenance and changes when needed

**Budgeting**

* Work with Board of Church Operations to forecast and prepare annual budget
* Analyze revenue, cash flow, expenses & balance sheets

**Financial Reporting**

* Prepare month end/year end reports and distribute to Board of Church Operations. Reports include Balance Sheet, Profit and Loss, and Profit and Loss Budget vs. Actual.
* Participate in monthly Board of Church Operations evening meetings to cover monthly reports
* Generate quarterly 941 reports/payments: year-end 1099s and W2s

**Manage all Accounting Functions**

* Payroll – bi-weekly and monthly
* A/P, A/R, Journal Entries
* Bank Statement reconciliation
* Processing payments for payroll liabilities and state taxes

**Database Management**

* Maintain church membership database (Breeze) including weekly donation data entry and running reports.
* Maintain online giving programs (Vanco & Tithe.ly) including weekly data entry into QuickBooks and Breeze and running reports

**Administration**

* Manage accurate filing and record keeping system for all church financial records, statements, and documents
* After the Stewardship drive has concluded in January of each year, update the Offering Report that shows people who have pledged and people who give regularly on an unpledged basis. This report is provided to the Financial Secretary and the Assistant Financial Secretary periodically throughout the year after significant changes.
* Attend monthly mid-morning staff meetings
* Compile information and complete various annual audits and reports – Workmen’s Compensation Audit (January), Church Yearbook (February), State of Colorado Exempt Property report and State of Colorado Periodic Report (April)
* Support staff and congregants as needed

**Work Hours & Benefits:** This is a part-time position working an average of about 8 to 10 hours per week.

For the remainder of calendar year 2021, Lakewood UCC will pay a salary at the rate of $458.33 per month (annual rate of $5,500 per year) for the work performed. The salary for 2022 has yet to be determined. This part-time position does not include benefits.

**Finance Manager Qualifications/Skills:**

* Extensive knowledge of QuickBooks and Excel
* Working knowledge of GAAP principles
* Understanding of confidentiality
* Organized
* Thoroughness, attention to detail
* Candidates will be subject to a background check and must be able to meet the requirements of bonding