



Manager of Finance and Accounting Opportunity Profile and Position Description

At Trinity Church, we are passionate about seeing a diverse group of people find a common story in Christ. Since Trinity started in 2007, we have committed ourselves to exalting Jesus Christ and honoring God's Word in all that we say and do. Our four-part strategy is to invite people to Come to Christ, then to Grow in Christ, Serve Him, and Reach others with the great news about Christ. As God has brought more people, we have continued to be one church which now meets in six locations, three Virginia Beach locations, one in Downtown Norfolk, one in Stuttgart, Germany and a mission campus in the Middle East.

Position Overview:

This position supports the mission, vision, and values of Trinity Church by ensuring that Trinity's financial resources are best utilized, tracked, reported and accounted for in accordance with standard best practices for churches and non-profit organizations of a similar size.

A successful candidate will have a credible commitment to Christ and a call to vocational ministry at Trinity as verified in the application process. They will either already be a member or commit to becoming one in the fullest sense – including involvement in a Community Group and regular involvement in the life of the church.

Financial reporting, accountability and accounting information technology leadership and experience are all required skills.

Position Description: Manager of Finance and Accounting

Responsible/Accountable to: *Executive Pastor, Finance Committee*

Strong Working Relations with: *Campus Pastors and Ministry Leaders; Finance Committee and Personnel Committee.*

Expected Hours:

This role will be a full-time position with regularly scheduled office hours in the Central Office location, occasional visits to other campus offices. Expected hours are 40-45 per week.

Primary Responsibilities:

- Finance and Accounting
 - Utilizing a team of part time accounting staff, responsible for overseeing and ensuring accurate accounting for all funds received and used across all campuses – nationally and internationally.
 - Responsible for reviewing, creating and distributing regular and ad hoc financial reports in a timely manner.
 - Responsible for ensuring that all deposits are made promptly and that the bank reconciliations are completed in a timely manner, and for communicating any variances to the finance committee chair.
 - Ensure balance sheet accounts are promptly reconciled and appropriately reported.
 - Under the guidance of the Executive Pastor prepare, review and present the annual spending budget to the finance committee.
 - Oversee banking and investment broker relationships.
 - Monitor expenses and spending for proper approvals and adherence to financial policies and budget.
 - Review and develop best practices for accounting procedures and internal control.
 - Assist the accounting team with entering routine journal entries as needed. Ensure that month-end entries are entered and posted.
 - Provide the finance committee, executive pastor and staff as required with timely weekly and monthly financial reports.
 - Attend monthly/scheduled finance committee meetings and assist the finance committee in developing, implementing and reviewing sound internal control and audit procedures.

- Ensure that giving records are maintained; that all special gifts are processed in accordance with church bylaws and financial policies; that special campaign pledges and gifts are tracked and reported timely; and that annual giving statements and ad hoc donor reports are processed correctly and timely.
- Maintain the integrity of the financial accounting system and giving database.
- Human Resources
 - Oversee church payroll and ensure that employees are paid correctly and timely.

Preferred Qualifications & Experience:

- Bachelor's degree in accounting, finance, business, management or a related field, Master's degree and/or accounting certification preferred.
- Minimum 5 years experience in a similar role.
- Ability to influence people and teams to accomplish projects on schedule.
- Active listening, time management, communicating with others, critical thinking, problem solving, and reading comprehension
- Microsoft Office365/Apple OS proficiency
- Proficient in integrated accounting software packages

Expectations

- Be a committed Jesus follower
- Be or become a member of Trinity Church who is active in a community group
- Support the leadership and decisions of the Elder Board
- Continue in spiritual growth, personal development and maintain a strong homelife
- Maintain consistent commitment to prayer and scripture
- Cooperate with annual/regular reviews

Support

- Compensation (Salary) and benefits as approved annually by the Elder board
- Continuing Education/conference attendance as approved
- Resources (computer, books, journals, workspace, etc.) as approved
- Prayer partner to support you, personally and in your ministry