**Organization: Stony Point Reformed Presbyterian Church**

**Position: Financial Manager, part time (10-15 hours per week)**

**Hourly Rate:** $22-25 per hour

**Application Deadline:** Please apply by January 15, 2025

**Application Requirements:**  Send a current resume with cover letter and contact information for two references to **Virginia Casanova at** [**virginia@stonypointchurch.org**](mailto:virginia@stonypointchurch.org)**.**

In the cover letter, please answer the following questions:

1. Do you currently attend a church in the Richmond, VA area? Please elaborate.
2. Have you had experience with general accounting principles? With QuickBooks? With managing finances or in bookkeeping? Please explain briefly.
3. Are you a detail-oriented person? Please give an example.
4. List the names, titles and contact information (phone number and email)you’re your references. They will be contacted as part of the screening process.

Stony Point Reformed Presbyterian Church seeks to hire a part time Financial Manager starting in early 2025 with the following responsibilities and qualifications:

**Stony Point Mission Statement**

Our vision is to liberate Greater Richmond and beyond by the transforming power of the gospel, beginning with us.

**Position Summary**

The Financial Manager will report to the Director of Operations (DCO) and will be responsible for all financial transactions for the church, including processing contributions, payment of all invoices and bills, reconciling all bank accounts, and producing monthly financial statements. The Financial Manager will work closely with the DCO to ensure all monthly and quarterly financial obligations are met. The Financial Manager must keep in strict confidence information acquired through the duties of this position which may be personal in nature to contributors, church members and/or staff, and committed to maintaining a professional relationship with the staff and all financial institutions.

**Core Responsibilities**

* **60% Financial Transactions:** 
  + Processes and completes all bills and reimbursement requests on a weekly basis, retaining and maintaining support for all expenditures
  + Fulfills the SPC Mission Giving commitments on a quarterly basis and any Mission Leadership Team requests as needed
  + Works closely with the Director of Church Operations to ensure all staff related financial commitments are maintained and funded, (e.g. retirement contributions, health savings account contributions)
  + Counts, records and deposits all contributions and receipts, including offering, mailed contributions, online contributions, stock contributions, and nondeductible receipts
  + Correctly attributes each gift to the right contributor and fund and updates the church database as needed
  + Sends receipts for each offering and mailed contribution and acknowledgements for first time and significant contributions
  + Works closely with the DCO to develop best practices for financial management
  + Maintains contributors anonymity
  + Serves as the financial point of contact for the church
* **20% Bookkeeping:**
  + Reconciles all bank accounts monthly, maintaining all documentation needed
  + Reconciles contribution data monthly
  + Maintains the integrity of the data in Quickbooks and Giving
  + Maintains banking relationships and records, maintains balances on designated accounts
* **20% Financial Reporting**
  + Files required Federal tax forms on an annual basis and assists the DCO with other annual financial duties
  + Completes and mails contribution reports at the end of the year
  + Produces weekly financial reports for the Senior Pastor and other staff/volunteer responsible parties; monthly financial reports for the Director of Operations, the Finance Team, and the Session; quarterly financial reports for the Director of Missions

**Qualifications and Skills**

**Required:**

* Personal, active relationship with Jesus Christ
* At least 2 years of experience in bookkeeping
* Proficient with all Microsoft Office products, Expensify, QuickBooks Onlline
* Must maintain strict confidentiality
* Strong collaboration, interpersonal, and communication skills; very detail-oriented
* Organized and able to manage multiple priorities
* Able to receive constructive feedback

**Desired:**

* Preferred College Degree

**Working Conditions**

* Maintain regular office hours (schedule is flexible and some teleworking may be permitted)
* Occasionally attend staff meetings.