

**Position Title:** Finance Manager

**Location:** St. Mary's Episcopal Church, Arlington, VA

**Position Overview:**

The Finance Manager at St. Mary's Episcopal Church is responsible for overseeing the church's financial operations, managing a \$2MM annual operating budget, and stewarding assets totaling over \$10MM. This includes financial management, strategic planning, budgeting, and collaboration with various church committees to support the church's mission. The position supports a vibrant parish of approximately 500 households, with a significant real estate portfolio that includes five rental properties.

**Primary Responsibilities:**

**1. Financial Operations and Reporting**

- Manage day-to-day financial activities, including accounts payable, accounts receivable, and payroll.
- Conduct monthly and periodic account reconciliations, including bank and subsidiary ledgers.
- Oversee and maintain records for online giving and donation tracking, ensuring secure and accurate record-keeping.
- Provide regular financial reports, including Income Statements, Balance Sheets, and cash position statements, comparing actuals to budget across Operating, Outreach, Capital, and Memorial funds.

**2. Budgeting and Strategic Financial Planning**

- Develop, present, and monitor annual budgets in collaboration with the Vestry and Finance Committees.
- Provide analysis of financial performance trends and recommend budget adjustments as necessary.
- Participate in strategic financial planning, including capital campaign activities and real estate management.

**3. Audit, Compliance, and Policy Development**

- Collaborate with auditors on annual financial reviews and tax-related matters, ensuring compliance with IRS and other legal requirements.
- Establish and update financial policies and procedures in line with best practices, including those for endowments, investments, and gift acceptance.
- Implement robust internal controls to safeguard church assets.

#### **4. Real Estate and Asset Management**

- Manage financial aspects of the church's real estate holdings, including rental property income, expenses, and maintenance budgeting.
- Track and report on assets held by the affiliated foundation, ensuring alignment with financial objectives.

#### **5. Collaboration and Committee Support**

- Act as liaison with the Finance, Outreach, and Stewardship Committees, providing insights and updates to support their objectives.
- Coordinate with church and foundation treasurers to streamline financial activities.
- Support human resources management by overseeing payroll, administering employee benefits, and maintaining HR compliance.

#### **Qualifications:**

- Bachelor's degree in Finance, Accounting, Business Administration, or related field.
- Minimum of 5 years' experience in finance management, preferably within a nonprofit or faith-based organization.
- Proficiency in accounting software and Microsoft Office, with strong analytical and reporting skills.
- Demonstrated ability to manage a broad range of financial responsibilities, including budgeting, financial reporting, and compliance.
- Strong interpersonal and communication skills to effectively collaborate with staff, committees, and church members.
- Commitment to the values and mission of St. Mary's Episcopal Church.

#### **Compensation and Benefits:**

Salary and benefits will be commensurate with experience and in line with St. Mary's personnel policies.