
Job Summary: The Finance & Accounting Manager is primarily responsible for maintaining the integrity, accuracy, and transparency of all financial operations — ensuring that every dollar received and spent reflects faithful management of God's provision. This role serves both the staff and congregation by providing clear, trustworthy financial reporting and operational support across all ministry areas.

Primary Accountabilities:

The individual filling this position will be held accountable to the following goals and will be successful in this position if these goals are met:

- Strong attention to detail with the ability to manage multiple priorities and deadlines
 - Quick understanding of La Croix Church financials
 - A collaborative spirit with the ability to support and resource ministry teams effectively
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Duties & Responsibilities, not limited to:

- Fund Management & Recording
 - Oversee the proper handling, recording, and verification of all incoming funds, including tithes, offerings, designated gifts, and other revenue sources
 - Ensure accurate documentation and reconciliation of all fund disbursements and expenditures
 - Maintain detailed records that uphold accountability and transparency to church leadership and the congregation
- Payroll & Compliance
 - Process and manage payroll for all church staff, including deductions, benefits withholdings, and other payroll adjustments
 - Navigate tax-related matters specific to ministry organizations, including clergy housing allowances, FICA considerations, and applicable federal and state filings
 - Stay current with nonprofit and religious organization tax regulations to ensure ongoing compliance
- Financial Reporting
 - Prepare accurate and timely financial statements for church leadership and governing boards
 - Generate expense reports for individual ministry departments to support informed decision-making
 - Produce contribution statements for donors in accordance with IRS requirements and established deadlines
 - Support capital campaign financial tracking, reporting, and donor fund management as needed
 - Provide financial analysis
- Database & Systems Support
 - Provide ongoing support and maintenance for church management and accounting database software
 - Troubleshoot system issues, assist staff with software use, and ensure data integrity across financial platforms
 - Evaluate and recommend process improvements to increase accuracy and efficiency
- Audit & Review Assistance
 - Assist in the coordination and preparation of annual financial reviews or external audits
 - Organize documentation, reconcile accounts, and serve as a primary point of contact for auditors or reviewers
 - Implement recommended improvements to internal controls and financial processes

Required Skills & Education:

- Proficiency in accounting software (QuickBooks or equivalent) and Microsoft Office Suite, particularly Excel
- Working knowledge of nonprofit tax law and clergy-specific tax considerations
- Experience with payroll processing systems and compliance reporting
- Minimum of 3–5 years of experience in accounting or financial management; nonprofit or ministry experience is a strong asset

Preferred Skills & Education:

- Bachelor's degree in Accounting, Finance, or a related field preferred
 - Familiarity with church management software preferred
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Preferred Spiritual Gifts:

Helps
Administration
Giving
Faith

Status: Full-Time**Hours:** 40+, Sundays required**Reports to:** Executive Director, Finance & Operations