**Job Title:** FINANCE MANAGER (1.0 FTE/E)

**Job Summary:** The FINANCE MANAGER is focused on ensuring WCC operates with accurate, compliant financial accounting best practices, managing financially focused process improvement projects, overseeing Human Resources onboarding and general staff HR related administrative activities.

**Supervisory Responsibilities:** Accounting, Contributions, and General Administrative Functions

**Core Responsibilities:**

**Accounting**

- Responsible for implementing accurate, compliant financial accounting best practices
    - Manage financial reporting processes
    - Update processes to include current best accounting practices, including timely reconciliations
    - Prepare and transmit monthly and annual financial reports to the Moderator, Vice-Moderator, Finance Committee and WCC management
    - Support financial audit processes
- Ensure all payroll activities are accurate and properly documented
    - Oversee preparation of bi-monthly and special payrolls for processing by external vendor ADP
    - Maintain compliance and transparency in payroll processes and serve as a resource for staff for payroll related questions
    - Generation and distribution of all required tax information
- Ensure Accounts Payable and Credit Card activities are accurate and properly documented
    - Establish and maintain robust processes that ensure efficient payments to vendors and well documented and accurate expense reimbursements
    - Maintain procedures to ensure proper coding and approvals, identify unusual activity, and maintain compliance with WCC policies
- Oversee a reliable, accurate contributions management system.
    - Support cross training on contributions activities with other members of the financial team

**HR Operations**

- Review and refine WCC hiring, onboarding, and records management processes in collaboration with Executive Director of Operations and HR Committee.
    - Establish consistent hiring process that can be adapted to various WCC hiring classifications, including seasonal workers, and be responsive to employment needs
    - Ensure compliance with State and Federal regulations and HR best practices
    - Cross train additional staff to streamline employment processes
- Participate in annual compensation budget process
- Participate in annual benefit renewal

**Special Projects and Supervision**

- Coordinate special projects that ensure WCC operates with the highest accounting standards and optimizes the use of staff resources.
    - Maintain status of project activities, milestones, and progress
    - Delegate project actions and activities to reporting staff
    - Implement changes and document operations improvements achieved
- Serve as primary supervisor for up to four direct reports focused on accounting, HR, contributions management, and general office administration.
    - Foster a collaborative work environment throughout the Business Office
    - Hire for vacant positions as needed
    - Coordinate training activities to maintain a flexible work team
    - Establish staff accountabilities and conduct performance reviews

**Organizational Relationships**

- Reports to Executive Director of Operations
- Supervises Accountant, CRM/Generosity Coordinator, and other administrative staff as needed
- Interacts with Lay Leadership in finance and HR roles
- Attends WCC full staff and other relevant meetings

**Education, Skill and Experience**

**Required:**

- Bachelor’s degree in accounting or equivalent
- Demonstrates high proficiency in financial reporting, reconciliations, payroll and cash disbursement processes
- Ability to build and maintain effective accounting, Human Resource, and office management processes

- Possesses a high level of initiative and strong attention to detail to implement improvements, maintain compliance, and capture financial management efficiencies.
- Able to balance multiple priorities, including independent activities, supervising staff, training direct reports, and partnering with key colleagues
- Able to maintain a high standard of discretion with sensitive and confidential information
- Proficient with Microsoft Office Suite, with strong Excel skills
- Desire to be part of a team motivated by mission and service
- Excellent interpersonal, communication, analytical and problem-solving skills
- Excellent organizational and time management skills with a proven ability to meet deadlines

**Preferred**

- Proficiency with or the ability to quickly learn the organization's software and systems, e.g., ADP, Sage Intacct, Ramp, Community Church Builder, Pushpay
- Experience in fund accounting systems and best practices
- Holds a deep knowledge of accounting, payroll and relevant employment-related laws and regulations to support compliance
- CPA or advanced study in accounting, business administration or equivalent
- One to two years of experience in human resources administration
- Active participation in continuing professional education

**Physical**

- Position requires prolonged periods sitting at a desk and working on a computer
- Must be able to lift 15 pounds at times