



JOB DESCRIPTION

Job Title: Finance & HR Manager
Reports to: Operations Director, Primary // Executive Pastor, Secondary
Position Status: Full time
Salary Range: Salary is commensurate with experience; comprehensive benefits package offered

Job Summary

Mercy Church exists to make disciples who love God, love each other, and love our world.

The Finance & HR Manager of Mercy Church will provide oversight for the financial/accounting processes and assist with the administration of the day-to-day operations of the Human Resources functions of the organization. This individual should be both results-oriented and have a servant's heart. The Finance & HR Manager helps Mercy accomplish its mission of making disciples by aligning the church's day to day business operations with the mission and vision of the church.

This role and other designated responsibilities will be accomplished in the following categories: general bookkeeping, financial reporting, human resources administration, and other administrative tasks as needed.

Qualifications

This role is suitable for applicants who have the skills and experience desired for this position. In order to be considered for this role, the applicant must:

- Be a person of high character.
- Hold a bachelor's degree or higher in accounting, finance, business, or a related field or equivalent professional experience
- Have 2+ years experience in finance, budgeting, and payroll management
- Have strong financial literacy; must be proficient with Financial Accounting Standards Board (FASB)
- Be proficient in use of Quickbooks Accounting software
- Be familiar with or have the capacity to learn financial systems, such as ADP Payroll, online banking, bill pay, and expense reporting platforms
- Possess an understanding of basic human resource principles, practices, and procedures
- Be familiar with or have the capacity to learn Church Community Builder (CCB) software
- Experience working with finances for a church or non-profit is preferred
- Be computer literate, with proficiency in internet applications and Google workspace
- Have high attention to detail; must be able to execute clear and accurate record keeping
- Be timely in completing tasks, must be a self-starter and an independent worker
- Have strong verbal and written communication skills
- Have excellent people skills; must be able to work well with a wide range of people, able to work with and support staff, congregants, and vendors
- Be a team player, a collaborator, and be flexible



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Responsibilities

1. General Bookkeeping

- Oversee accounts payable and receivable in collaboration with the Operations Director
- Oversee all financial transactions and reconciliations for all bank accounts
- Implement established financial procedures of the church to include and not limited to:
 - Banking operations; cash flow policies and tracking, deposits, etc.
 - Accounts payable
 - Charitable contributions records
 - Purchasing of materials as needed
 - Input/maintain records of member contributions, memorials, and other monetary gifts
- Serve as a resource for church body, church staff, and lay leaders in church-related finance and accounting questions (including reimbursements, giving statements, etc.)

2. Financial Reporting

- Manage accounting and financial systems ensuring accuracy and compliance
- Conduct financial analysis and prepare financial reports
- Prepare, review, and disseminate various reports on a monthly, quarterly, yearly, and as-need basis to relevant department heads/staff members
- Monitor, evaluate and advise on the fiscal performance of Mercy Church compared to budget and forecast
- Develop a reliable cash flow projection process ensuring cash availability to meet operating needs
- Work with Department heads and Executive leadership to develop the annual budget
- Manage all aspects of the annual audit process
- Report to the Directional Elders on a regular basis, providing monthly financial statements

3. Human Resources Administration

- Support employee lifecycle administration from posting, applicant tracking, onboarding, payroll issue resolution, benefits administration, status changes, and off-boarding.
- Manage compensation payments - regular pay and bonuses, as applicable - using payroll software
 - Collect and verify timekeeping information for all part time employees
- Perform tasks related to the administration of benefit, wellness, and leave of absence programs. Assist employees with benefit-related questions as needed.
- Assist with 403(b) administration as needed
- Respond to payroll inquiries and concerns from employees, as needed; investigate and resolve any discrepancies in payroll
- Prepare and submit payroll reports to Operations Director and Executive Pastor
- Protect payroll operations by keeping information confidential
- Maintaining HR systems with all employee data changes in a timely and accurate manner.
- Prepare and provide employee engagement reports via 15Five administration
- Assist our Operations Director in planning employee activity programs to support the work culture, including onsite and offsite events to support employee engagement and fun!



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3. Administrative Tasks

- In collaboration with the Operations Director, assist with the negotiation and drafting of contracts with office vendors, service providers, etc.
- Maintain office supplies inventory and place orders when required
- Retrieval of mailed correspondence and financial contributions from post office box
- Identify opportunities for HR process and financial management improvement
- Answer, screen and direct incoming calls to the main office number

**Miscellaneous Responsibilities* – This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Therefore, additional duties may be assigned and/or changed without advanced notice.

Conditions of Employment

**Performance Evaluation* – It is understood that the performance for this job will be primarily measured and evaluated by the “responsibilities” and the “general expectations” laid out in this job description.

1. Models the biblical standard of personal conduct and lifestyle that is expected of all Mercy Church staff and covenant members
2. Fully participates in the life of a church as an active covenant member
3. Supports and adheres to the mission, vision, values, and philosophy of ministry of Mercy Church
4. Submits to and supports the leadership of the church elders
5. Works well as a team player with the elders, staff, key leaders, and ministry team members at Mercy Church

General Expectations

1. Report to the office during Office Hours (outlined below). You will also be required to attend various extra Church events relevant to your ministry oversight areas and/or as church needs arise.
2. Should always exhibit professionalism, demonstrated by well-groomed appearance, conscientious work ethic, teachability, and accountability.
3. Should be willing and able to adapt quickly to changing circumstances, with composure and flexibility.
4. Should be ever conscious of the need for confidentiality.
5. Should always exercise discernment and wise judgment.
6. Should be a person who gives extreme attention to details with an eye for excellence.
7. Should have a willingness to seek new information, training, and resources as needed.
8. Should be a self-starter and good at multitasking and prioritizing projects.



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Job Requirements

Physical Requirements

1. Ability to frequently stand, sit, and/or walk
2. Ability to occasionally bend, squat, kneel, climb stairs, and/or lift
3. Ability to occasionally lift between 10-50 lbs
4. Ability to continuously communicate with other people
5. Ability to continuously operate a computer in order to complete necessary office work
6. Ability to continuously comprehend both physical and digital documents
7. Ability to continuously prepare/create both physical and digital documents

Work Environment

1. May occasionally work in temperatures above 95 degrees and below 32 degrees
2. May occasionally walk on slippery, wet, or uneven surfaces
3. Noise level in the environment will occasionally be loud
4. May occasionally work outdoors
5. May occasionally be required to travel for work
6. May continuously work indoors in an office space
7. May continuously work in a shared office space with coworkers

Office Hours and Work Schedule

1. Office Hours: Monday-Thursday (8:30am-5pm), Friday (8:30am-2pm); some remote work is negotiable. Please see the supervisor for details.
2. Additional Hours: This person will be expected to be at key events/meetings outside of the above office hours. Please see the supervisor for details.
3. Overtime and extra work days: Some overtime may be required. Please consult the Mercy Staff Handbook for Overtime Policy
4. Holidays: All staff-wide Holidays are outlined in the Mercy Staff Handbook
5. Time Off: Please consult Mercy Staff Handbook for time off policy