



Finance Manager

Position Summary:

The Finance Manager will partner with the finance team to manage and oversee all financial accounting processes for New Life Church and Renton Christian School.

Direct Lead:

Business Pastor, Keith Kidwell

Position Details:

- Status: Full-Time Exempt

Required Skills:

- Detail oriented with strategic mind set.
- Solid knowledge of financial analysis and forecasting.
- Strong written and verbal skills.
- Excellent people management skills with clear organizational focus.
- Judgment to plan, prioritize, and organize a diverse workload in a fast-paced environment.

Responsibilities:

- Develop and maintain timely, accurate consolidated financial statements and reports that are appropriate for the users and in accordance with generally accepted accounting principles (GAAP).
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures.
- Oversee financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash.
- Review payroll, payables and receivables and facilitate bank transfers as needed.
- Prepare monthly dashboard for Council of Elders' meetings.
- Prepare monthly giving comparison, campus and department reports.
- Manage cash flow and prepare cash flow projections.
- Update monthly Net assets schedule.
- Assist program directors and campus pastors with budget control and project proposals.
- Facilitate annual independent audit.
- Supervise the annual budgeting process and conduct monthly and periodic reviews.
- File renewals such as ECFA, ACMR, Property Tax Exemption and Business Licenses.

Other Qualifications and Expectations:

- Minimum 2-3 years related experience.
- Advanced user in Excel and financial management software (especially not-for-profit).
- Bachelor's Degree in accounting, finance or relevant field.
- CPA or other relevant qualification is a plus.
- Be a core New Lifer.