

## FINANCE MANAGER

<b>Location:</b>	Church Campus, 3562 Flat Shoals Rd., Decatur, GA
<b>Reports To:</b>	Chief of Church Operations
<b>Supervisory Responsibility:</b>	No
<b>Salary Range:</b>	\$75,000-85,000 (based on experience and qualifications)
<b>Type of Position:</b>	Full-time, On-site

### **About New Life**

At New Life Church, we see God's design for the church to be a Christ-led, growing, loving force. We are called to metro Atlanta to be this type of church through action that compels and equips people to become all that God has called them to be. In short: **we are called to transform the world around us by following Christ, growing in community, and loving others.** In other words, to **be the church.**

### **About the Position**

The Finance Manager assumes a pivotal role with diverse responsibilities encompassing, but not restricted to, financial tasks and finance office-related duties and responsibilities, accounts payable management, precise monthly journal entry maintenance, record member contributions and related-journaling, comprehensive reconciliation of the general ledger, execution of month-end closure procedures, financial reporting, and rigorous preparation for audit scrutiny. An essential technical skill is imperative as we transition towards full automation of our accounting system. This role is dedicated to safeguarding the integrity of our financial records by recording, verifying, consolidating, and accurately entering transactions to produce precise and timely financial documents for the church and its subsidiaries.

#### Responsibilities:

- Manage the entry/upload of vendor invoices into the accounting software, maintaining well-organized and accurate files for the Accounts Payable process.
- Conduct reconciliation between vendor invoices and company purchase orders.
- Prepare 1099 forms at year-end.
- Perform Balance Sheet account reconciliations as assigned.
- Record depreciation for fixed assets.
- Execute month-end and year-end closure processes, including in-depth analysis.
- Ensure meticulous maintenance of financial records in accordance with Generally Accepted Accounting Principles (GAAP).
- Aid in the preparation and review of financial and member contribution statements.
- Collaborate on annual audit activities.
- Maintain a high level of confidentiality.

- Cooperate with other departments to collect financial data and ensure proper expense allocation.
- Undertake special projects assigned.
- Fulfill other related duties to ensure the department's efficient operation.
- Exhibit a desire for continuous learning and motivation to tackle new challenges.
- Commitment to teamwork.

#### Education, Experience, and Qualifications:

- Profess a personal faith in Jesus Christ as Lord and Savior.
- Hold a bachelor's degree in accounting, finance, business administration, or a related field, with 3-4 years of pertinent experience.
- Demonstrate an unwavering commitment to detail, accuracy, and the timely completion of job duties and responsibilities.
- Possess robust quantitative and technical/computer skills, with proficiency in Microsoft Excel.
- Exhibit advanced computer proficiency.
- Display proficiency in Microsoft Office Suite.
- Possess experience with AP automatic systems and Sage Intacct, considered a valuable asset.
- Operate effectively both independently and as a team member, characterized by a strong work ethic, excellent organizational skills, and proficient time management abilities.
- Exhibit the capability to work autonomously or within a team-oriented environment to achieve common goals, objectives, and deadlines.
- Collaborate effectively with staff and management at all levels.