

JOB TITLE: Finance Manager		
CHURCH DEPARTMENT: Operations Department		
OFFICE LOCATION: Church Campus [3592 Flat Shoals Rd., Decatur, GA]		
IMMEDIATE SUPERVISOR(S): Senior Pastor Executive Leadership (NLC & NLCA)		
EMPLOYMENT LEVEL: Management (Administrative and Operational Management of New Life Church as well as events and activities within New Life Community Alliance.)	TYPE OF POSITION: ☒ Full-time Exempt ☐ Part-time ☐ Contractor ☐ Intern	HOURS 40+ /week Eligible for Ministerial Allowances and Tax Status: ☐ YES ☒ NO
GENERAL DESCRIPTION: The Finance Manager at New Life Church / New Life Community Alliance (NLCA) serves as the primary hands-on leader for the day-to-day financial operations of the church and its affiliated nonprofit. This position supports the CFO and Senior Pastor by ensuring financial integrity, accurate reporting, and responsible stewardship of all church and nonprofit funds. In the absence of a Finance Director, the Finance Manager will assume key portions of those responsibilities appropriate to this role.		
GENERAL EXPERIENCE AND EXPECTATIONS: • Must have a personal faith in Jesus Christ as Lord and Savior, and demonstrate that faith through growing evidences of the Fruit of the Spirit in daily and professional life. • Must have a minimum of 5 years of Financial and/or Business Management experience in a leading and/or growing company. • Must have demonstrated confidence in working closely under a company Executive or a Senior Pastor in previous work experience(s). • Must have solid and capable communication skills that include interpersonal skills and be able to articulate thoughts verbally and in writing. • Must have competent organization and administrative abilities. • Must be able to maintain the highest level of Confidentiality in regard to all privileged information. • Must have strong, competent computer skills of general software application, including Microsoft Word, Excel, and PowerPoint, and Project Mgmt. software. • Must have experience working with Church membership and ministry support systems/business customer service and support applications. • Must be able to attend necessary meetings, take notes, distribute and follow-up action items, and work extended hours as needed. • Must support the Pastor and Executive level staff and be in attendance at significant NLC events. • Must be available for light travel to conferences and off-site meetings. • Must be an active and participating member in a ministry under the Doctrinal guidelines of a mainline Protestant church for at least 2 years. <i>Eligibility under this provision determined solely by the Senior Pastor</i>		

ADDITIONAL EXPECTATIONS

The Finance Manager will be proficient in the use of standard office tools: copier, fax, computers, etc. She/he will demonstrate organizational skills, as well as an ability to relate well with a diversity of persons: pastoral staff, office colleagues, church leaders and members, and office visitors. She/he will demonstrate a willingness to grow spiritually, attitudinally and vocationally.

She/he will demonstrate a comprehensive understanding of the church she/he serves, and receive additional training, should that be deemed necessary. She/he will be a cooperative team member in relation with others who share in the work environment and execution of church functions.

POSITION SUMMARY:

The Finance Manager plays a vital leadership role in stewarding the financial health of New Life Church and New Life Community Alliance. Working closely with the Senior Pastor and the Executive team, this position ensures that the church's financial health is maintained with integrity, transparency, accuracy, and excellence. The Finance Manager supports the ministry's mission by overseeing daily financial activities, keeping accurate accounting records, guiding budget processes, preparing reports, and equipping staff with the tools and knowledge needed for wise financial decision-making. As a hands-on leader and collaborative team member, the Finance Manager helps safeguard resources and sustain the church's ability to serve the community faithfully and effectively.

KEY RESPONSIBILITIES:**1. Accounting & Transaction Oversight**

- Oversee daily financial operations of the church and nonprofit, including accounts payable (A/P), accounts receivable (A/R), cash receipts, payroll processing, and general ledger maintenance.
- Ensure timely and accurate month-end and year-end close processes, including review of reconciliations and adjustments to the general ledger and Chart of Accounts.
- Supervise the Finance Clerk in entering, reconciling, and reporting all financial transactions accurately and timely.
- Ensure all bank accounts and credit card statements are reconciled monthly.
- Maintain compliance with all applicable financial policies, GAAP standards, and nonprofit/church regulations.
- Maintain and report on designated and restricted funds in accordance with fund accounting standards, ensuring donor intent is honored.
- Ensure timely and accurate donor record-keeping and acknowledgment.

2. Cash Management, Payroll & Systems Integrity

- Oversee internal processes for cash handling, counting, and deposits, ensuring proper dual controls and secure procedures for offerings, petty cash, and other received funds.
- Coordinate payroll execution and serve as a point of contact for benefits administration in collaboration with HR, ensuring timely payments, deductions, and filings.
- Ensure the accuracy, security, and integrity of the financial software system and collaborate with IT or vendors on upgrades, permissions, and integrations.

3. Budget Development & Management

- Lead the preparation of the annual church and NLCA budgets in collaboration with ministry leaders, department heads, and the CFO.
- Provide guidance and support to department heads during the budget development process.
- Monitor budget performance monthly and present variance reports with analysis and recommendations to the CFO and Senior Pastor.
- Support capital campaign, grant, and special project budgets; track spending and ensure compliance with designated funds.

4. Financial Reporting & Analysis

- Prepare monthly and quarterly financial statements and dashboards for the CFO, Senior Pastor, and Governing Board.
- Provide timely and accurate reports for decision-making, including cash flow forecasts, grant reporting, and ministry/project spending.
- Assist the CFO in preparing materials for board meetings, audits, and external reviews.

5. Compliance, Internal Controls & Audit

- Maintain and strengthen internal controls to protect church assets and ensure proper stewardship.
- Oversee the preparation of audit schedules and work with external auditors to complete annual audits and reviews.
- Ensure compliance with federal, state, and local regulations related to church and nonprofit finances, including payroll taxes and IRS filings.
- Establish, update, and communicate finance-related policies and procedures to ensure consistent application and best practices across all departments.
- Support the CFO in managing insurance policies, vendor compliance, and risk mitigation procedures for both church and nonprofit operations.

6. Team Leadership & Collaboration

- Directly supervise the Finance Clerk, delegating responsibilities for A/P, A/R, reconciliations, and month-end close tasks.
- Collaborate with ministry and program leaders to provide training, guidance, and support on budget adherence and financial procedures.
- Foster a culture of accountability, transparency, and stewardship within the finance team and across departments.
- Provide training and cross-training to finance staff and ministry leaders to ensure consistent understanding of financial policies and procedures.

7. Strategic Financial Support

- Support the CFO and Senior Pastor with financial planning for new initiatives, facilities projects, and program expansions.
- Assist with grant budgets, reporting, and compliance for NLCA programs.
- Provide financial insights to help guide leadership decisions on both church and nonprofit operations.

SPIRITUAL AND CULTURAL EXPECTATIONS

- Must be a committed follower of Jesus Christ and live a life of integrity that aligns with the mission and values of New Life Church.
- Demonstrates a heart for servant leadership, collaboration, and humility in all interactions.
- Ability to pray with, encourage, and spiritually support ministry leaders, volunteers, and staff.
- Ability to lead and communicate with spiritual maturity, grace, and humility within a faith-based nonprofit or church context.
- Familiarity with church operations, ministry programming, and pastoral leadership structures is highly desirable.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in Accounting, Finance, or related field required; CPA or equivalent strongly preferred.
- Minimum 5 years of progressive experience in financial management, with at least 2 years supervising staff.
- Demonstrated proficiency with accounting software (Shelby, ACS, QuickBooks, or similar) and advanced Excel skills.
- Strong knowledge of GAAP, internal controls, and nonprofit/church compliance standards.
- Excellent organizational, analytical, and communication skills.
- A heart for ministry and alignment with the mission and values of New Life Church / NLCA.
- Uphold strict confidentiality of financial data, payroll information, and donor records, adhering to the ethical standards of ministry and nonprofit finance.

PREFERRED QUALIFICATIONS:

- Experience with nonprofit or church finance strongly preferred.
- Ability to train staff and volunteers in finance-related tools and procedures.

KEY COMPETENCIES:

- Financial stewardship and integrity.
- Ability to manage multiple projects, deadlines, and priorities.
- Collaborative leadership style with the ability to train and develop others.
- Strategic thinker who can also execute details with excellence.
- Knowledge of best practices in fund accounting, donor-restricted funds, and insurance/risk oversight.
- Commitment to confidentiality and organizational ethics.