

### PRIMARY PURPOSE + FUNCTION

The Finance Manager has the primary responsibility for the financial data input, accounting administration, and reporting of Mars Hill. The Finance Manager will carry out the regular bookkeeping and accounting responsibilities and ensure accounting principles, practices and procedures are accurate and timely financial reporting is consistently achieved.

### QUALIFICATIONS + EXPERIENCE

- A worldview that is aligned with the vision, mission, directions, and narrative theology of Mars Hill
- Strong understanding of general bookkeeping duties.
- Strong understanding of Generally Accepted Accounting Principles (GAAP) and demonstrated experience. and ability in financial accounting, internal controls and reporting standards in a corporate environment [non-profit preferred].
- General knowledge of Human Resources and best practices with church tax laws.
- Demonstrated ability to set priorities, organize workflow, solve problems and manage multiple projects, to consistently meet deadlines.
- Excellent verbal and written communication skills.
- Expertise working with a number of financial and office related computer applications including Microsoft Excel, Word, and Power Point. Shelby Financial Systems and Fellowship One experience is preferred.
- Outstanding interpersonal, supervisory and customer service skills.
- Demonstrated ability to work with staff at all levels of an organization.
- Ability to exercise initiative and sound judgment and respond appropriately under a variety of conditions.
- Strong track record of, and commitment to, team collaboration.
- Commitment to the vision and mission of Mars Hill.
- At least three years of relevant experience in bookkeeping and accounting.
- Minimum of a Bachelors Degree in Accounting, CPA preferred.
- Demonstrated commitment to ongoing learning and self-improvement.

### SPECIFIC RESPONSIBILITIES

1. Managing the use of financial resources of Mars Hill
  - Performing weekly and monthly bookkeeping tasks, including such duties as data entry, payables processing, contributions processing and reporting, journal entries, credit card processing, payroll processing, and keeping the chart of accounts current and accurate.
  - Ensuring bank balances are adequate for required activity.
  - Monitoring and analyzing department work to recommend, develop and implement excellent and efficient processes and procedures.
  - Preparation of the annual budget under the direction of the Director of Operations.
  - Preparation of all financial reports including monthly reports for budget managers and financial statements for Elder Team.
2. In collaboration with the Director of Operations, participate in the management and implementation of Human Resources policies and procedures
  - Creating new employee packets and coordinate the set-up of new employee resources such as phone, email, computer, software, logins and other pertinent information.
  - Establishing and assisting in maintaining employee records.

- Managing the set up and maintenance of the employee time sheet system
  - Supporting the Director of Operations with the policy oversight and benefit administration of the organization.
3. Managing the month-end and year-end closing processes in an accurate and timely manner
    - Performing detailed account reconciliations.
    - Performing all closing journal entries.
    - Performing and/or reviewing account analysis.
    - Filing 1099s and providing contribution statements to donors.
  4. Maintaining and developing accounting practices, procedures and internal controls
    - Recommending and implementing systems to improve accounting processes, procedures and internal controls.
    - Maintaining and improving appropriate accounting policies and procedures manuals.
    - Advising staff on proper handling of non-routine financial transactions.
  5. Supporting the Director of Operations
    - Assisting to help resolve complex accounting, financial and/or operational issues or opportunities.
    - Responding to inquiries regarding financial results, special reporting requests, and detailed analyses.
    - Handling special projects as needed.
    - Assisting with the annual financial audit process.
    - Performing other duties as assigned or required by the Director of Operations.
  6. Fully participating as a member of the Operations Team and the broader Mars Hill Team
    - Attending and participating in Operations team meetings and Mars Hill staff meetings.
    - Working with the Operations Sub Team as may be appropriate.
    - Participating in Mars Hill ministry events and activities as necessary.
    - Assisting the Operations Team with other tasks and projects.

#### POSITION DETAILS

*Team Leader:* Director of Operations  
*FLSA Status:* Salaried, exempt  
*Position Status:* Full-time, 40 – 45 hours per week  
*Office Hours:* Regular office hours and other scheduled times